UTAX

DOCUMENT CONSULTING

CDC 1520 | 1525 | 1532

INSTRUCTION HANDBOOK BASIC

DIGITAL MULTIFUNCTIONAL SYSTEM

This Operation Guide is for models CDC 1520, CDC 1525 and CDC 1532. In this guide, CDC 1520 refers to the 25/20 ppm (prints per minutes) model, CDC 1525 to the 32/25 ppm model and CDC 1532 to the 32/32 ppm model.

NOTE: This Operation Guide contains information that corresponds to using both the inch and metric versions of these machines.

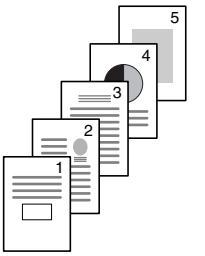
The inch versions of these machines are shown in the screens in this guide. If you are using the metric version, use the messages provided for the inch version as reference only. In the body text, only the inch messages are given if these versions differ only in capitalization. When there is even a slight difference in the message, we have listed the information for the inch version followed, in brackets, by the corresponding information for the metric version.

Taking Advantage of Advanced Functions

Basic Copying...See *Operation Guide Chapter 3*

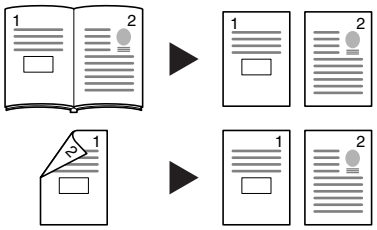
Duplex Mode

Create two-sided copies automatically from any kind of original



Split Mode

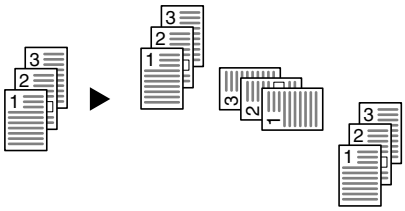
Copy double-sided or two-page originals onto separate sheets automatically



Advanced Copying

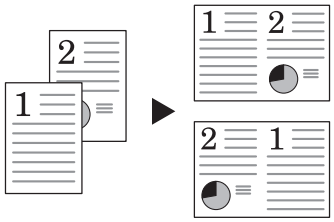
Offset Mode

Handy option to stack sets in alternating orientations



Combine Mode

Combine two or four originals on a single page

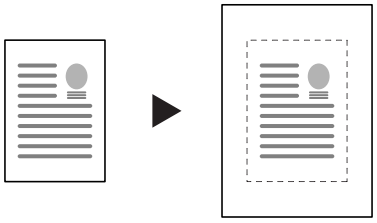


Margin Mode

Set up blank margin or gutter space for your binding needs

Centering Originals

Customize output by centering the image on the page

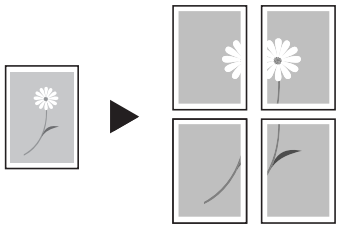


Border Erase

Eliminate unnecessary borders on the original for cleaner output

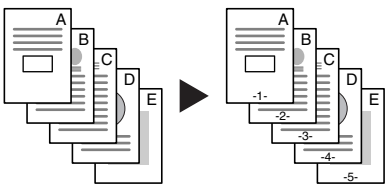
Poster

Copy an enlarged image onto several pages



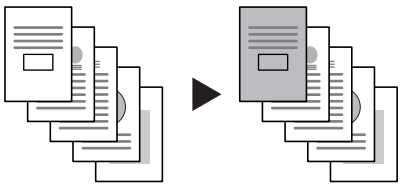
Page Numbering

Print sequential page numbers on the copies



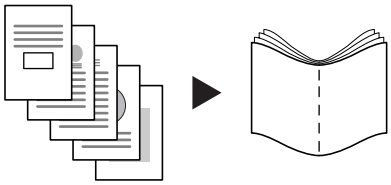
Cover Mode

Use a distinctive front and/or back cover



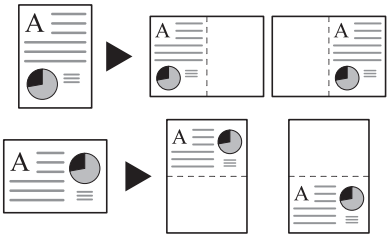
Booklet

Copy pages for stacking and folding into booklets



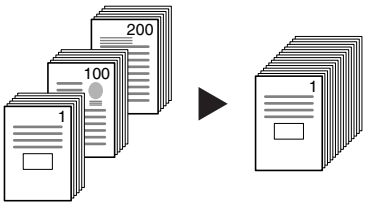
Memo Mode

Add space for notes next to copied images



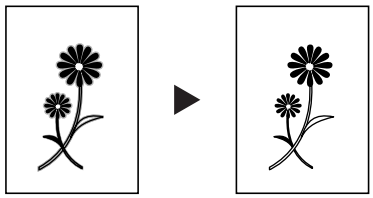
Batch Scanning

Copy high-volume originals in a single copy job



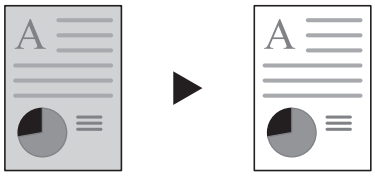
Sharpness Adjust

Adjust the sharpness of image outlines



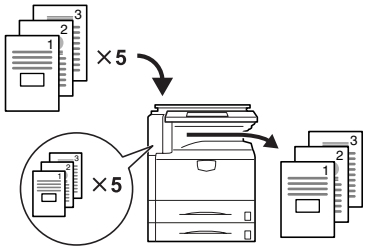
Background Exposure Adjust

Adjust the background of color images



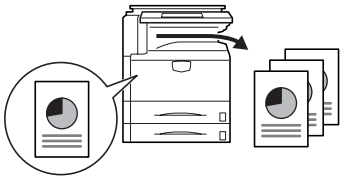
Proof Copy

Copy a test sheet before a high-volume job



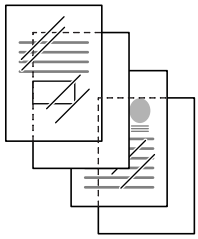
Repeat Copy

Produce more copies as needed after making the initial copies



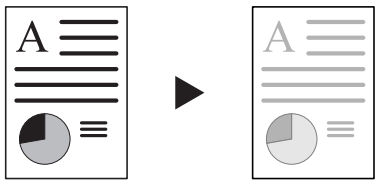
OHP Backing Sheet Mode

Insert plain paper backing sheets when printing transparencies for projectors



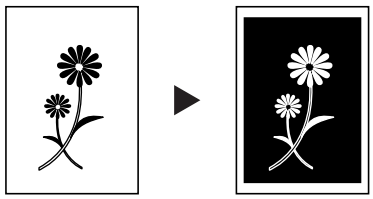
EcoPrint

Use toner more efficiently as necessary



Inverted Copying

Invert both black and white and color images



Mirror Copying

Create mirror images of originals

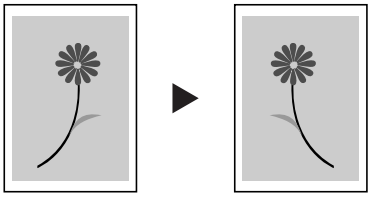
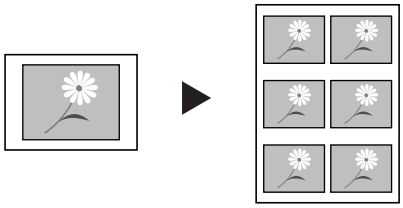


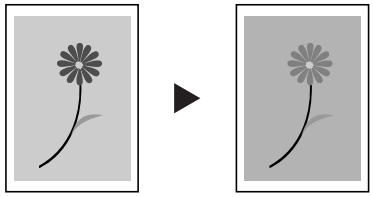
Image Repeat Copy

Tiles a copied sheet with an original image



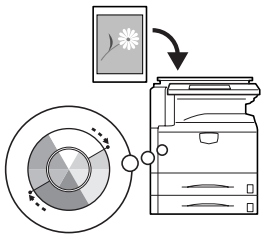
Color Balance Adjust

Change the strength of image colors



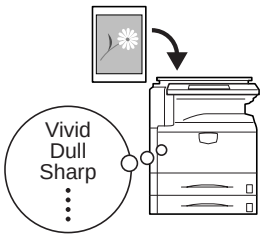
Hue Adjust

Adjust the color (hue) of images



One Touch Image Adjust

Adjust image quality to match the image

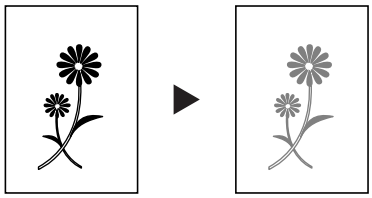


Color/B&W Selection

Make color and B&W copies in one operation

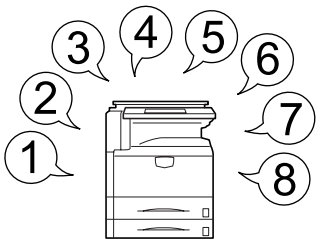
Single Color Copy

Make copies in 1 other than black



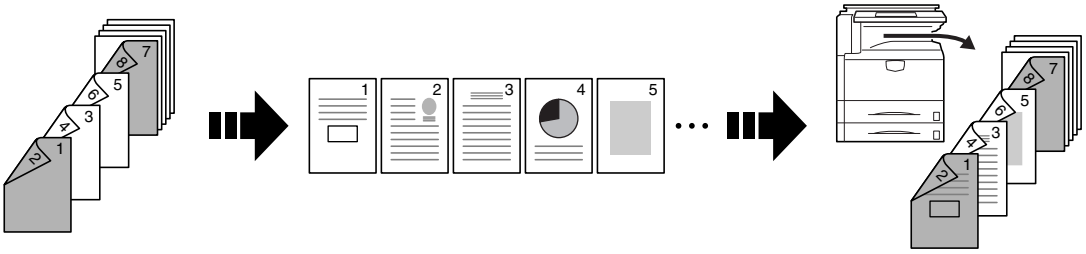
Programmed Copying

Remember commonly used settings



Job Build

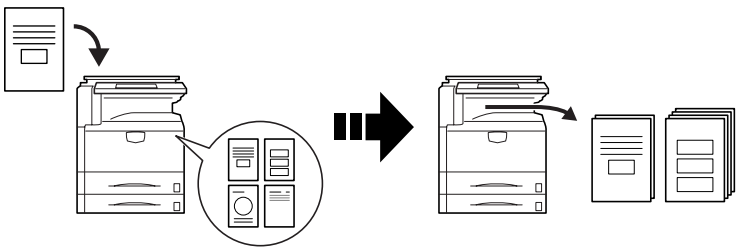
Set cover page, middle pages and for each page set shrink/enlarge and border erase settings and copy all pages in single operation



Convenient document/output management functionality

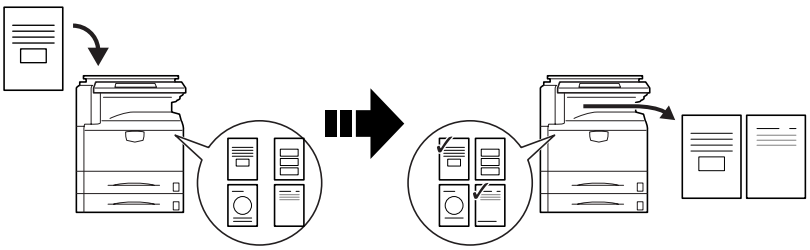
Shared Data Box

Store frequently used documents to reproduce them later as needed even without the original



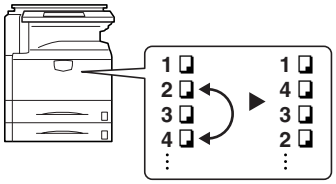
Synergy Print Box

Store commonly used documents... to make them instantly available later in combination with other copying jobs



Output Management

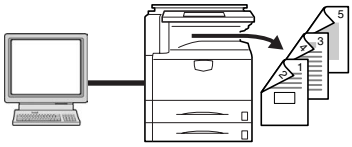
Modify and manage the output queue



Printing Functionality

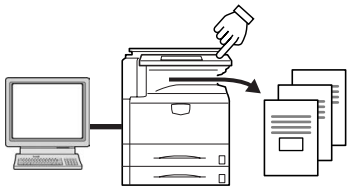
Duplex Path

Automatic duplex printing



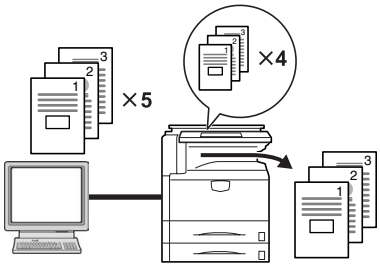
Quick Copy †

Reprint as many sheets as needed from the operation panel



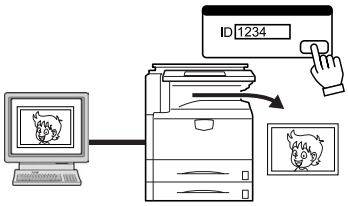
Proof and Hold ††

Bulk print after test print



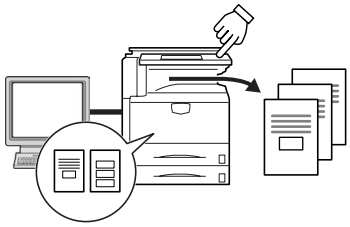
Private Print ††

Delay printing until entry from the operation panel



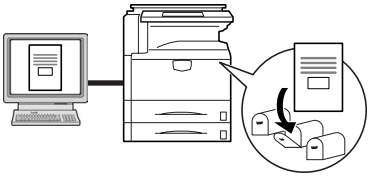
Job Storage †

Enable printing commonly used data any time from the operation panel



Virtual Mailbox †

Save print data to a virtual mailbox



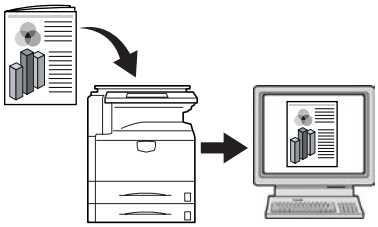
† Optional hard disk required for quick copy, job storage, and virtual mailbox

†† Proof and hold and private print require RAM disk to be configured or optional hard disk

Scanning Functionality

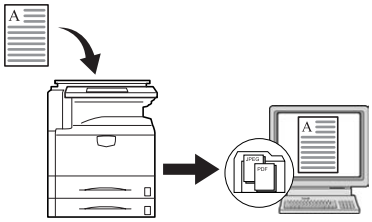
Full-color Scan

Make high quality scans of even color documents



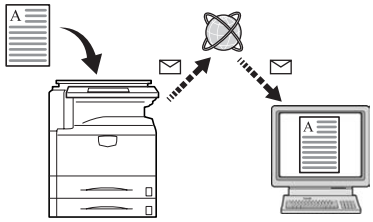
Scan to PC

Send scanned images to a computer as PDF or JPEG files



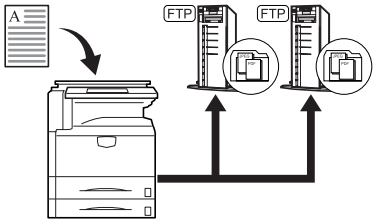
Send E-mail

Send scanned images as e-mail



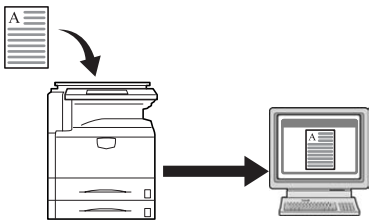
Scan to FTP

Upload scanned images to FTP server directly



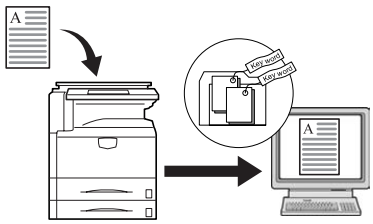
TWAIN

Import images using a TWAIN-compliant application



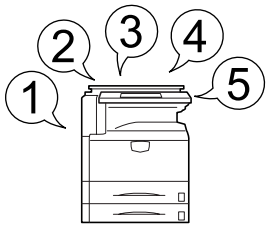
Database Connection

Send scanned images to a computer after adding text data



Programmed Scanning

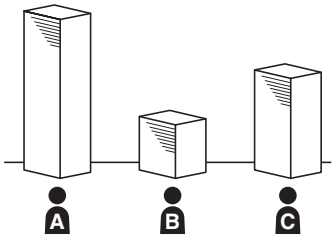
Remember destination and feature settings



Features for Easier Copying

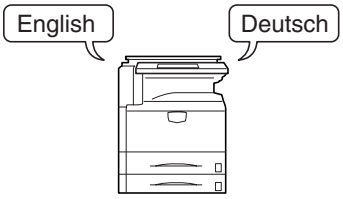
Job Accounting

Use department codes to manage total copy volume



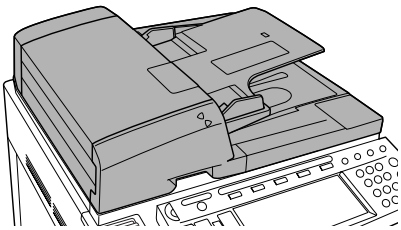
Language

Choose the language to display messages

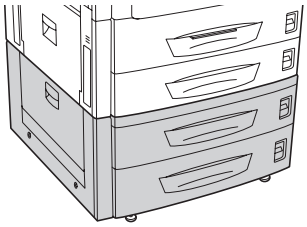


Full optional equipment lineup... See *Optional Equipment* on page *4-1*

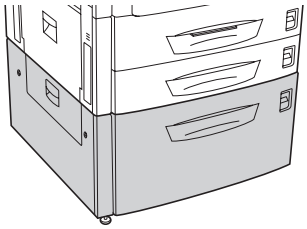
Document Processor



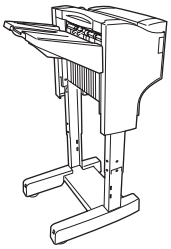
Paper Feeder



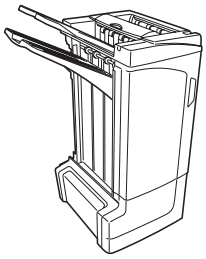
3000 Sheet Paper Feeder



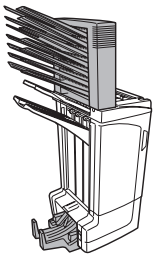
Document Finisher



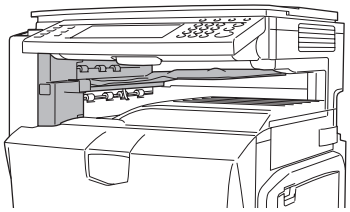
3000 Sheet Document Finisher



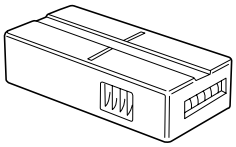
(When equipped with a mailbox and folding unit)



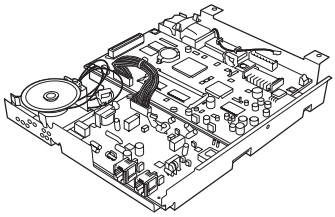
Job Separator



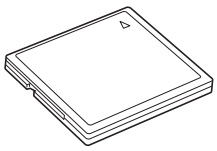
Key Counter



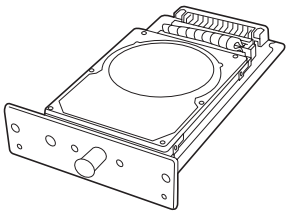
Fax Kit



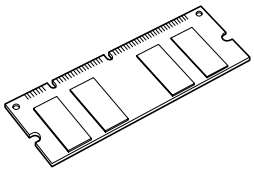
Memory Card (CompactFlash)



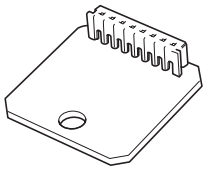
Hard Disk



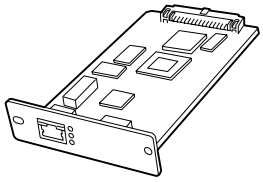
Additional Memory



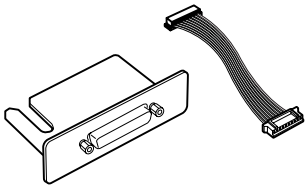
Security Kit



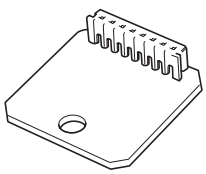
Network Interface Card



Serial Interface



PDF Upgrade Kit



Legal and Safety Information

Please read this information before using your machine. This chapter provides information on the following topics:

- Legal Information...viii
- Regarding Tradenames...ix
- Energy Star (ENERGY STAR®) Program...x
- Safety Conventions in This Guide...xi
- Caution Labels...xii
- Installation Precautions...xiii
- Precautions for Use...xiv

Legal Information

Notice The information in this guide is subject to change without notification. Additional pages may be inserted in future editions. The user is asked to excuse any technical inaccuracies or typographical errors in the present edition.

No responsibility is assumed if accidents occur while the user is following the instructions in this guide. No responsibility is assumed for defects in the printer's firmware (contents of its read-only memory).

This guide, any copyrightable subject matter sold or provided with or in connection with the sale of the machine, are protected by copyright. All rights are reserved. Copying or other reproduction of all or part of this guide, any copyrightable subject matter without the prior written consent of UTAX GmbH is prohibited. Any copies made of all or part of this guide, any copyrightable subject must contain the same copyright notice as the material from which the copying is done.

Legal Restriction On Copying

- It may be prohibited to copy copyrighted material without permission of the copyright owner.
- It is prohibited under any circumstances to copy domestic or foreign currencies.
- Copying other items may be prohibited.

Regarding Tradenames

- PRESCRIBE and ECOSYS are registered trademarks of Kyocera Corporation.
- KPDL is trademark of Kyocera Corporation.
- Windows and Windows Server are registered trademarks of Microsoft Corporation.
- Windows NT is a trademark of Microsoft Corporation.
- PCL and PJL are registered trademarks of Hewlett-Packard Company.
- Adobe, Adobe Acrobat and Adobe Reader are registered trademarks of Adobe Systems Inc.
- PowerPC is a trademark of International Business Machines Corporation.
- CompactFlash is a trademark of SanDisk Corporation.

All other brand and product names are registered trademarks or trademarks of their respective companies. The designations ™ and ® will not be used in this Operation Guide.

Energy Star (ENERGY STAR®) Program

We have determined as a participating company in the International Energy Star Program that this product is compliant with the standards laid out in the International Energy Star Program.

About the International Energy Star Program

International Energy Star Program has as its basic goals the promotion of efficient energy use and the reduction of the environmental pollution that accompanies energy consumption by promoting the manufacture and sale of products that fulfill program standards.

International Energy Star Program standards require that multifunction devices come equipped with a Low Power Mode where printer and fax functions remain in a waiting state but energy consumption is still reduced after a certain amount of time elapses since the device was last used, as well as a Sleep Mode where printer and fax functions remain in a waiting state but power consumption is still reduced to a minimum when there is no activity with the device within a set amount of time. This product is equipped with the following features as a result of its compliance with International Energy Star Program standards.

Low Power Mode

The device automatically enters Low Power Mode when 15 minutes have passed since the device was last used. The amount of time of no activity that must pass before Low Power Mode is activated may be lengthened. See *Low-Power Mode* on page *3-35* for more information.

Sleep Mode

The device automatically enters Sleep Mode when 45 minutes have passed since the device was last used. The amount of time of no activity that must pass before Sleep Mode is activated may be lengthened. For more information see *Sleep Mode* on page *3-36*.

Automatic 2-Sided Copy Function

The Energy Star Program encourages the use of 2-sided copying which reduces the load on the environment and this device includes 2-sided copying as a standard function. For example, by copying two 1-sided originals onto a single sheet of paper as a 2-sided copy, it is possible to lower the amount of paper used. For more information refer to *Duplex Mode* on page *3-11*.

Paper Recycling

The Energy Star Program encourages the use of environmentally friendly recycled paper. Your sales or service representative can provide information about recommended paper types.

Safety Conventions in This Guide

Please read this Operation Guide before using the machine. Keep it close to the machine for easy reference.

The sections of this guide and parts of the machine marked with symbols are safety warnings meant to protect the user, other individuals and surrounding objects, and ensure correct and safe usage of the machine. The symbols and their meanings are indicated below.

WARNING: Indicates that serious injury or even death may result from insufficient attention to or incorrect compliance with the related points.

CAUTION: Indicates that personal injury or mechanical damage may result from insufficient attention to or incorrect compliance with the related points.

Symbols

The △ symbol indicates that the related section includes safety warnings. Specific points of attention are indicated inside the symbol.

.... [General warning]

.... [Warning of danger of electrical shock]

.... [Warning of high temperature]

The ⃠ symbol indicates that the related section includes information on prohibited actions. Specifics of the prohibited action are indicated inside the symbol.

.... [Warning of prohibited action]

.... [Disassembly prohibited]

The ● symbol indicates that the related section includes information on actions which must be performed. Specifics of the required action are indicated inside the symbol.

.... [Alert of required action]

.... [Remove the power plug from the outlet]

.... [Always connect the machine to an outlet with a ground connection]

Please contact your service representative to order a replacement if the safety warnings in this Operation Guide are illegible or if the guide itself is missing. (fee required)

Note

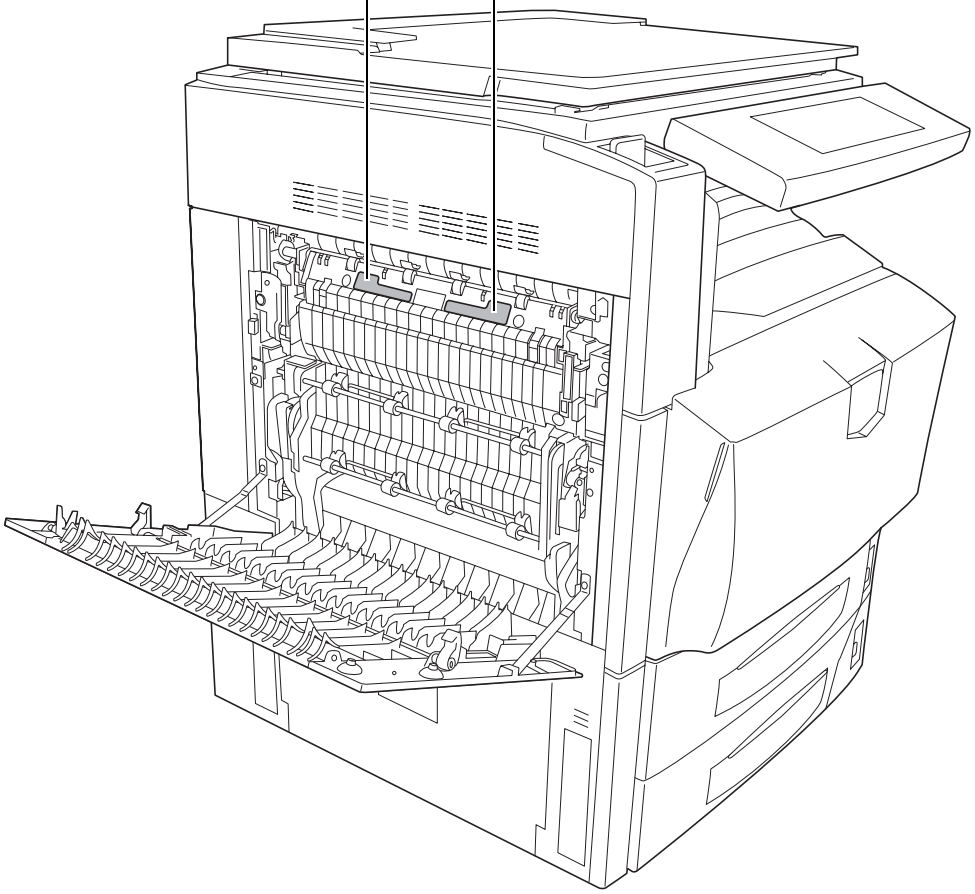
An original which resembles a bank note closely may not be copied properly in some rare cases because this machine is equipped with a counterfeiting prevention function.

Caution Labels

Caution labels have been attached to the machine at the following locations for safety purposes. Be sufficiently careful to avoid fire or electric shock when removing a paper jam or when replacing toner.

Label 1, 2

High temperature inside. Do not touch parts in this area, because there is a danger of getting burned.



NOTE: Do not remove these labels.

⚠ Installation Precautions

Environment

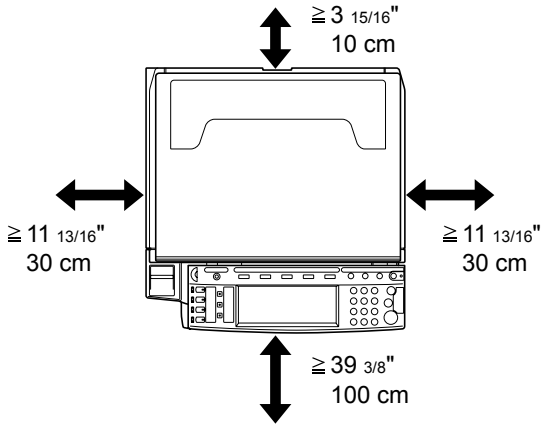
⚠ Caution

Avoid placing the machine on or in locations which are unstable or not level. Such locations may cause the machine to fall down or fall over. This type of situation presents a danger of personal injury or damage to the machine.

Avoid locations with humidity or dust and dirt. If dust or dirt become attached to the power plug, clean the plug to avoid the danger of fire or electrical shock.

Avoid locations near radiators, heaters, or other heat sources, or locations near flammable items, to avoid the danger of fire.

To keep the machine cool and facilitate changing of parts and maintenance, allow access space as shown below. Leave adequate space, especially around the rear cover, to allow air to be properly ventilated out of the machine.



Other precautions

Adverse environmental conditions may affect the safe operation and performance of the machine. Install in an air-conditioned room (recommended room temperature: around 50 to 90.5 °F (10 to 32.5 °C), humidity: around 15 to 80 %) and avoid the following locations when selecting a site for the machine.

- Avoid locations near a window or with exposure to direct sunlight.
- Avoid locations with vibrations.
- Avoid locations with drastic temperature fluctuations.
- Avoid locations with direct exposure to hot or cold air.
- Avoid poorly ventilated locations.

Small amounts of ozone and other chemicals are released during copying, but the quantities do not present any health risk to humans. If, however, the machine is used over a long period of time in a poorly ventilated room or when making an extremely large number of copies, the smell may become unpleasant. To maintain the appropriate environment for copy work, it is suggested that the room be properly ventilated.

Do not install this machine beneath fluorescent lights. The original size may be detected incorrectly.

Power supply/Grounding the machine

⚠ Warning

Do not use a power supply with a voltage other than that specified. Avoid multiple connections in the same outlet. These types of situations present a danger of fire or electrical shock.

Plug the power cord securely into the outlet. If metallic objects come in contact with the prongs on the plug, it may cause a fire or electric shock.

Always connect the machine to an outlet with a ground connection to avoid the danger of fire or electrical shock in case of an electric short. If an earth connection is not possible, contact your service representative.

Other precautions

Connect the power plug to the closest outlet possible to the machine.

The power supply cord is used as the main disconnect device. Ensure that the socket/outlet is located/installed near the equipment and is easily accessible.

Handling of plastic bags

⚠ Warning

Keep the plastic bags that are used with the machine away from children. The plastic may cling to their nose and mouth causing suffocation.

⚠ Precautions for Use

Cautions when using the machine

⚠ Warning

Do not place metallic objects or containers with water (flower vases, flower pots, cups, etc.) on or near the machine. This of situation presents a danger of fire or electrical shock should they fall inside.

Do not remove any of the covers from the machine as there is a danger of electrical shock from high voltage parts inside the machine.

Do not damage, break or attempt to repair the power cord. Do not place heavy objects on the cord, pull it, bend it unnecessarily or cause any other type of damage. These types of situations present a danger of fire or electrical shock.

Never attempt to repair or disassemble the machine or its parts as there is a danger of fire, electrical shock or damage to the laser. If the laser beam escapes, there is a danger of it causing blindness.

If the machine becomes excessively hot, smoke appears from the machine, there is an odd smell, or any other abnormal situation occurs, there is a danger of fire or electrical shock. Turn the main power switch off (○ position) immediately, be absolutely certain to remove the power plug from the outlet and then contact your service representative.

If anything harmful (paper clips, water, other fluids, etc.) falls into the machine, turn the main power switch off (○ position) immediately. Next, be absolutely certain to remove the power plug from the outlet to avoid the danger of fire or electrical shock. Then contact your service representative.

Do not remove or connect the power plug with wet hands, as there is a danger of electrical shock.

Always contact your service representative for maintenance or repair of internal parts.

⚠ Caution

Do not pull the power cord when removing it from the outlet. If the power cord is pulled, the wires may become broken and there is a danger of fire or electrical shock. (Always grasp the power plug when removing the power cord from the outlet.)

Always remove the power plug from the outlet when moving the machine. If the power cord is damaged, there is a danger of fire or electrical shock.

Always hold the designated parts only when lifting or moving the machine.

For safety purposes, always remove the power plug from the outlet when performing cleaning operations.

If dust accumulates within the machine, there is a danger of fire or other trouble. It is therefore recommended that you consult with your service representative in regard to cleaning of internal parts. This is particularly effective if accomplished prior to seasons of high humidity. Consult with your service representative in regard to the cost of cleaning the internal parts of the machine.

Other precautions

If the optional fax kit is installed, when the main power switch is off (○ position), fax send/receive is disabled. To turn the power off, press the **Power** key on the operation panel.

Do not place heavy objects on the machine or cause other damage to the machine.

Do not open the front cover, turn off the main power switch, or pull out the power plug during copying.

When lifting or moving the machine, contact your service representative.

Do not touch electrical parts, such as connectors or printed circuit boards. They could be damaged by static electricity.

Do not attempt to perform any operations not explained in this handbook.

Caution: Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.

Do not look directly at the light from the scanning lamp as it may cause your eyes to feel tired or painful.

This machine comes equipped with an HDD (hard disk). Do not attempt to move the machine while the power is still on; Since any resulting shock or vibration may cause damage to the hard disk, be sure to turn off the power before attempting to move the machine.

Cautions when handling consumables

⚠ Caution

Do not attempt to incinerate the toner container or the waste toner box. Dangerous sparks may cause burns.

Keep the toner container and the waste toner box out of the reach of children.

If toner happens to spill from the toner container or the waste toner box, avoid inhalation and ingestion, as well as contact with your eyes and skin.

- If you do happen to inhale toner, move to a place with fresh air and gargle thoroughly with a large amount of water. If coughing develops, contact a physician.

- If you do happen to ingest toner, rinse your mouth out with water and drink 1 or 2 cups of water to dilute the contents of your stomach. If necessary, contact a physician.
- If you do happen to get toner in your eyes, flush them thoroughly with water. If there is any remaining tenderness, contact a physician.
- If toner does happen to get on your skin, wash with soap and water.

Do not attempt to force open or destroy the toner container or the waste toner box.

Other precautions

After use, always dispose of the toner container and the waste toner box in accordance with Federal, State and Local rules and regulations.

If the machine will not be used for an extended period of time, remove the paper from the cassette and the MP tray (multi-purpose tray), return it to its original package and reseal it.

Don’t store the unit in a place exposed to:

- Direct sunlight
- High or rapidly variable temperature or humidity (limit: 104 °F or 40 °C)

Laser Safety (Europe)

Laser radiation could be hazardous to the human body. For this reason, laser radiation emitted inside this machine is hermetically sealed within the protective housing and external cover. In the normal operation of the product by user, no radiation can leak from the machine.

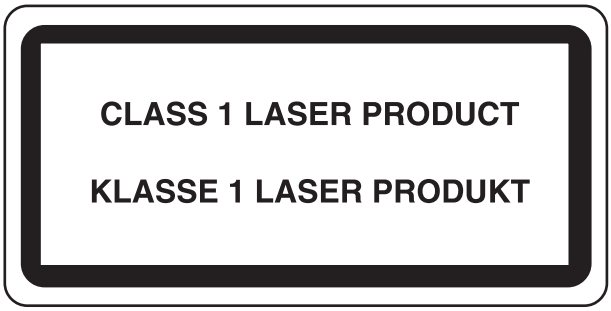
This machine is classified as Class 1 laser product under IEC 60825.

Caution: Performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

These labels are attached to the laser scanner unit inside the machine and are not in a user access area.

DANGER · LASER RADIATION WHEN OPEN. AVOID DIRECT EXPOSURE TO BEAM.
ATTENTION · RAYONNEMENT LASER EN CAS D'OUVERTURE. EXPOSITION DANGEREUSE AU FAISCEAU.
VORSICHT · LASERSTRAHLUNG, WENN ABDECKUNG GEÖFFNET. NICHT DEM STRAHL AUSSETZEN.
ATTENZIONE · RADIAZIONE LASER IN CASO DI APERTURA. EVITARE L'ESPOSIZIONE AL FASCIO.
PRECAUCION · RADIACIONE LASER CUANDO SE ABRE. EVITAR EXPONERSE AL RAYO.
VARO! · AVATTAESSA OLET ALTTIINA LASERSÄTEILYLLE. ÄLÄ KATSO SÄTEESEEN.
警告 · このカバーの内部ではレーザー光が放射されています。 レーザー光にさらされないようにしてください。
警告 · 开盖时，可能有激光外溢！ 应避免激光直接照射。
警告 · 內部雷射放射中，請勿隨意打開蓋子。

The label shown below is attached on the right side of the machine.



Safety Instructions Regarding the Disconnection of Power

Caution: The power plug is the main isolation device! Other switches on the equipment are only functional switches and are not suitable for isolating the equipment from the power source.

VORSICHT: Der Netzstecker ist die Hauptisoliervorrichtung! Die anderen Schalter auf dem Gerät sind nur Funktionsschalter und können nicht verwendet werden, um den Stromfluß im Gerät zu unterbrechen.

CE

DECLARATION OF CONFORMITY
TO
89/336/EEC, 73/23/EEC, 93/68/EEC and 1995/5/EC

We declare under our sole responsibility that the product to which this declaration relates is in conformity with the following specifications.

EN55024

EN55022 Class B

EN61000-3-2

EN61000-3-3

EN60950

EN60825-1

EN300330-1

EN300330-2

Radio Frequency Transmitter

This machine contains the transmitter module. We, the manufacturer hereby declare that this equipment is in compliance with the essential requirements and other relevant provisions of Directive 1999/5/EC.

Radio Tag Technology

In some countries the radio tag technology used in this equipment to identify the toner container may be subject to authorization and the use of this equipment may consequently be restricted.

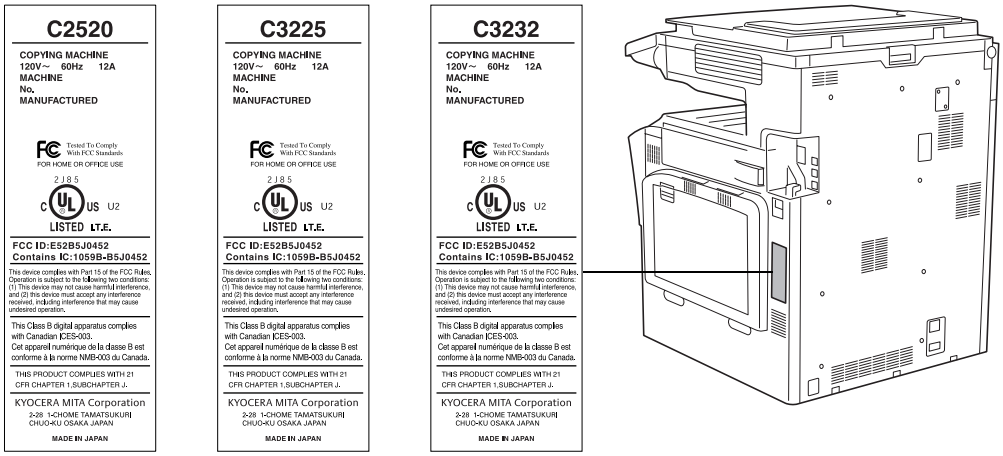
SAFETY OF LASER BEAM (USA)

1. Safety of laser beam

This machine has been certified by the manufacturer to Class 1 level under the radiation performance standards established by the U.S.DHHS (Department of Health and Human Services) in 1968. This indicates that the product is safe to use during normal operation and maintenance. The laser optical system, enclosed in a protective housing and sealed within the external covers, never permits the laser beam to escape.

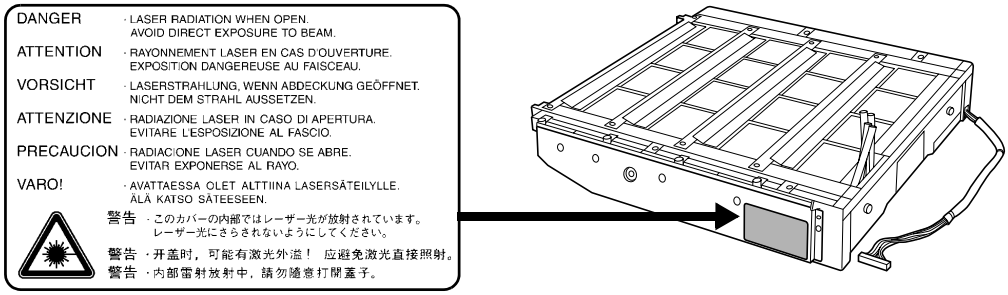
2. The CDRH Act

A laser-product-related act was implemented on Aug. 2, 1976, by the Center for Devices and Radiological Health (CDRH) of the U.S. Food and Drug Administration (FDA). This act prohibits the sale of laser products in the U.S. without certification, and applies to laser products manufactured after Aug. 1, 1976. The label shown below indicates compliance with the CDRH regulations and must be attached to laser products marketed in the United States. On this machine, the label is on the right.


C2520
COPYING MACHINE
120V~ 60Hz 12A
MACHINE
No.
MANUFACTURED
Tested To Comply With FCC Standards
FOR HOME OR OFFICE USE
2J85
LISTED LT.E.
FCC ID:E52B5J0452
Contains IC:1059B-B5J0452
This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.
This Class B digital apparatus complies with Canadian ICES-003.
Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.
THIS PRODUCT COMPLIES WITH 21 CFR CHAPTER 1,SUBCHAPTER J.
KYOCERA MITA Corporation
2-28 1-CHOME TAMATSUKURI
CHUO-KU OSAKA JAPAN
MADE IN JAPAN
C3225
COPYING MACHINE
120V~ 60Hz 12A
MACHINE
No.
MANUFACTURED
Tested To Comply With FCC Standards
FOR HOME OR OFFICE USE
2J85
LISTED LT.E.
FCC ID:E52B5J0452
Contains IC:1059B-B5J0452
This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.
This Class B digital apparatus complies with Canadian ICES-003.
Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.
THIS PRODUCT COMPLIES WITH 21 CFR CHAPTER 1,SUBCHAPTER J.
KYOCERA MITA Corporation
2-28 1-CHOME TAMATSUKURI
CHUO-KU OSAKA JAPAN
MADE IN JAPAN
C3232
COPYING MACHINE
120V~ 60Hz 12A
MACHINE
No.
MANUFACTURED
Tested To Comply With FCC Standards
FOR HOME OR OFFICE USE
2J85
LISTED LT.E.
FCC ID:E52B5J0452
Contains IC:1059B-B5J0452
This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.
This Class B digital apparatus complies with Canadian ICES-003.
Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.
THIS PRODUCT COMPLIES WITH 21 CFR CHAPTER 1,SUBCHAPTER J.
KYOCERA MITA Corporation
2-28 1-CHOME TAMATSUKURI
CHUO-KU OSAKA JAPAN
MADE IN JAPAN

3. Optical unit

When checking the optical unit, avoid direct exposure to the laser beam, which is invisible. Shown at below is the label located on the cover of the optical unit.


DANGER · LASER RADIATION WHEN OPEN. AVOID DIRECT EXPOSURE TO BEAM.
ATTENTION · RAYONNEMENT LASER EN CAS D'OUVERTURE. EXPOSITION DANGEREUSE AU FAISCEAU.
VORSICHT · LASERSTRAHLUNG, WENN ABDECKUNG GEÖFFNET. NICHT DEM STRAHL AUSSETZEN.
ATTENZIONE · RADIAZIONE LASER IN CASO DI APERTURA. EVITARE L'ESPOSIZIONE AL FASCIO.
PRECAUCION · RADIACIONE LASER CUANDO SE ABRE. EVITAR EXPONERSE AL RAYO.
VARO! · AVATTAESSA OLET ALTTIINA LASERSÄTEILYLLE. ÄLÄ KATSO SÄTEESEEN.
警告 · このカバーの内部ではレーザー光が放射されています。 レーザー光にさらされないようにしてください。
警告 · 开盖时，可能有激光外溢！ 应避免激光直接照射。
警告 · 內部雷射放射中，請勿隨意打開蓋子。

4. Maintenance

For safety of the service personnel, follow the maintenance instructions in the other section of this manual.

5. Safety switch

The power to the laser unit is cut off when the front cover is opened.

Safety Instructions Regarding the Disconnection of Power

Caution: The power plug is the main isolation device! Other switches on the equipment are only functional switches and are not suitable for isolating the equipment from the power source.

Attention: Le débranchement de la fiche secteur est le seul moyen de mettre l'appareil hors tension. Les interrupteurs sur l'appareil ne sont que des interrupteurs de fonctionnement: ils ne mettent pas l'appareil hors tension.

WARNING

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.
- The use of a non-shielded interface cable with the referenced device is prohibited.

CAUTION **—** The changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

This device complies with Part 15 of FCC Rules and RSS-Gen of IC Rules.

Operation is subject to the following two conditions; (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device.

* The above warning is valid only in the United States of America.

Radio Tag Technology

In some countries the radio tag technology used in this equipment to identify the toner container may be subject to authorization and the use of this equipment may consequently be restricted.

MERCURY WARNING

THE LAMP(S) INSIDE THIS PRODUCT CONTAIN MERCURY AND MUST BE RECYCLED OR DISPOSED OF ACCORDING TO LOCAL, STATE OR FEDERAL LAWS.

About this Operation Guide

This Operation Guide contains the following chapters:

1 Part Names

Identifies machine parts and operation panel keys.

2 Preparation for Usage

Explains adding paper, placing original, connecting the machine, and necessary configurations before first use.

3 Basic Operation

Describes the procedures for basic copying, printing and scanning.

4 Optional Equipment

Introduces the convenient optional equipment available for this machine.

5 Maintenance

Describes cleaning and toner replacement.

6 Troubleshooting

Explains how to handle error messages, paper jams, and other problems.

Appendix

Lists the machine specifications.

Included Guides

The following guides are included with this machine. Refer to the proper guide based on your requirements.

Operation Guide (This Guide)

Describes how to load paper, basic copy, print and scan operations, and troubleshooting.

Advanced Operation Guide

Explains copying, printing and scanning features in depth, as well as default settings. This guide is contained on the CD-ROM as a PDF file.

Extended Driver User Guide

Explains how to install and setup the printer driver. This guide is contained on the CD-ROM as a PDF file.

PRESCRIBE Commands Command Reference

Explains each command for realizing various features and controls through prescribed commands. This guide is contained on the CD-ROM as a PDF file.

Conventions in This Guide

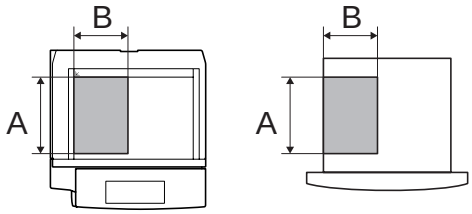
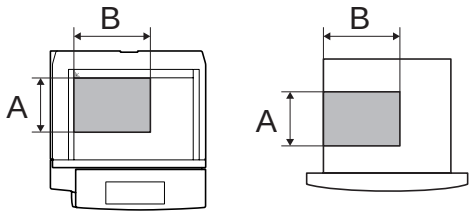
The following conventions are used depending on the nature of the description.

Convention	Description	Example
Bold	Indicates a message or button displayed on the operation panel key or a computer screen.	Press the **Start** key.
[Regular]	Indicates touch panel keys.	Press [Basic].
Italic	Indicates touch panel messages.	*Ready to copy* is displayed.
Note	Indicates supplemental information or operations for reference.	**NOTE:** -
Important	Indicates items that are required or prohibited so as to avoid problems.	**IMPORTANT:** -

Originals and Paper Sizes

This section explains the notation used in this guide when referring to sizes of originals or paper sizes.

As in A4 and B5, which may be used either in the horizontal or vertical direction, in order to indicate the orientation of the original/paper, horizontal orientation is indicated by an additional R character.

Set direction	Indicated size †
Vertical direction  **Original** **Size** For original/paper, dimension **A** is longer than **B**.	A4, B5, A5, B6, A6, 16K
Horizontal direction  **Original** **Size** For original/paper, dimension **A** is shorter than **B**.	A4R, B5R, A5R, B6R, A6R, 16KR

† The size of original/paper that can be used depends on the function and source tray. For further details, refer to the page detailing that function or source tray.

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Placing Originals 2-16
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1 Part Names

This chapter identifies machine parts and operation panel keys.

- Body...1-2
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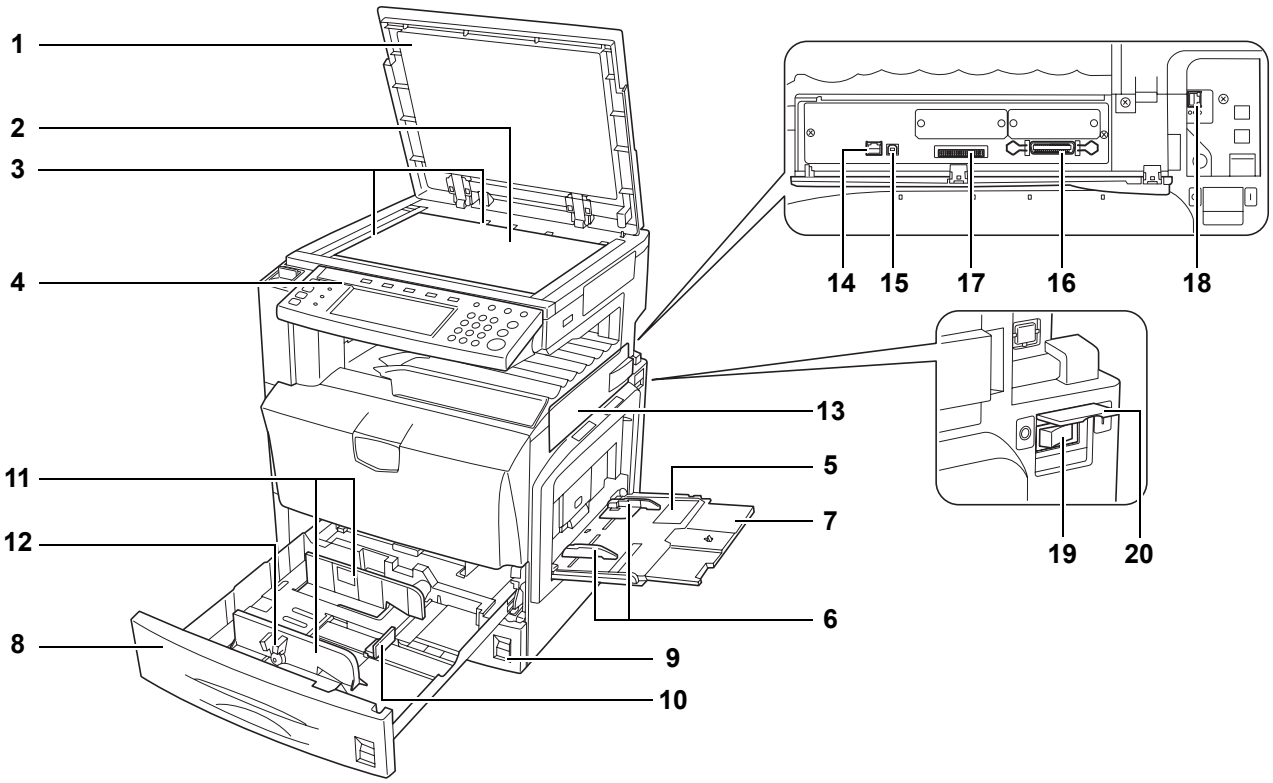
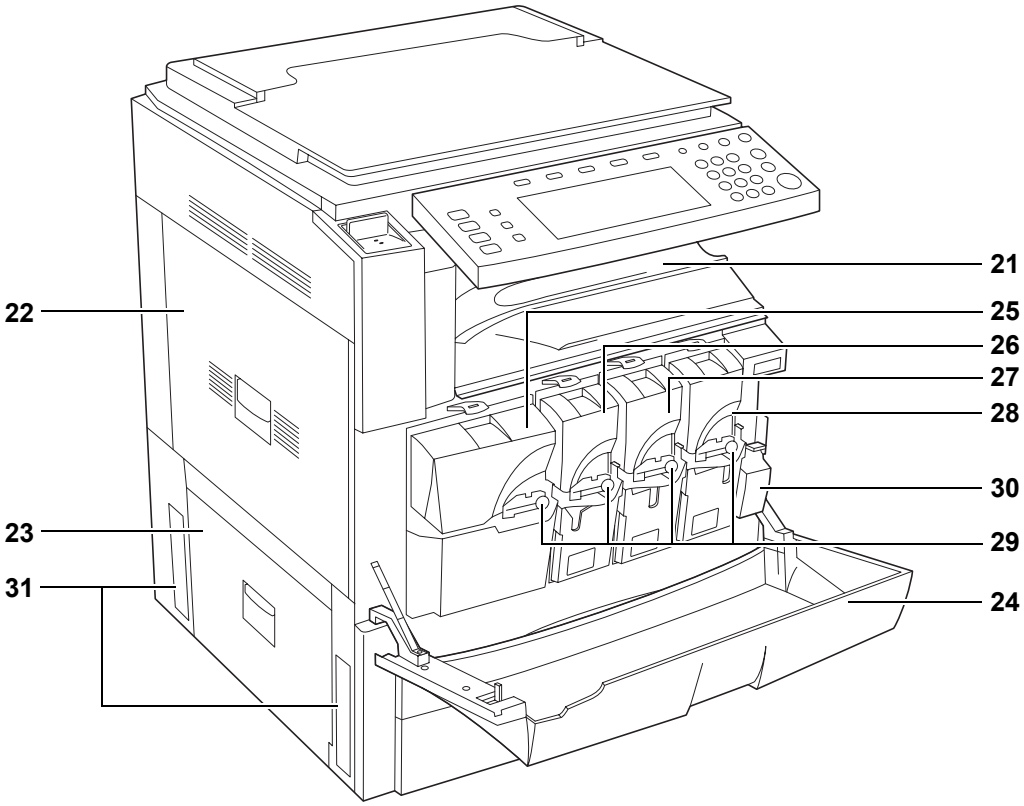
Body

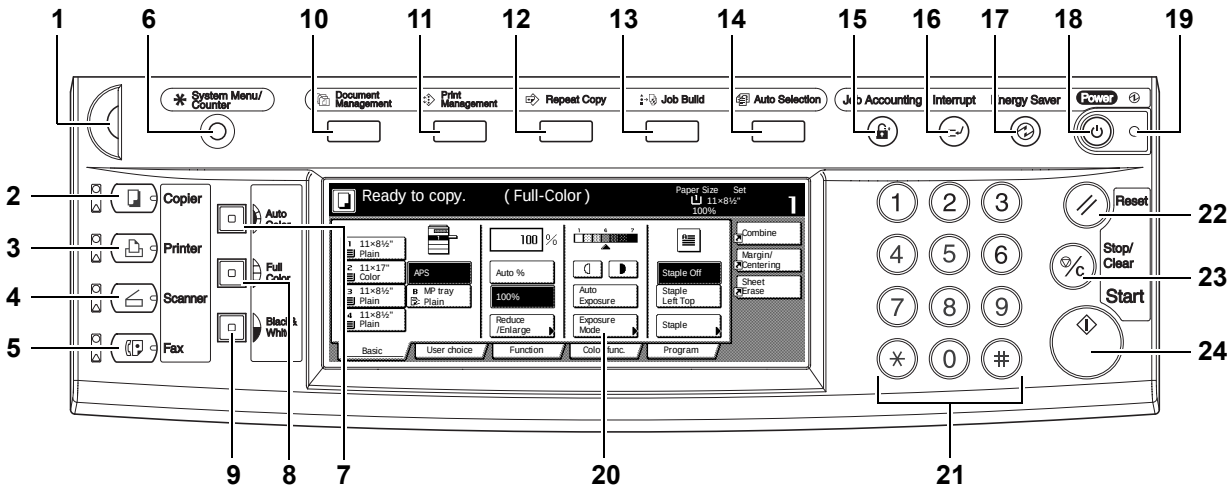


1 Original Platen (Option)
2 Platen
3 Original Size Indicator Plates
4 Operation Panel
5 MP Tray (multi-purpose tray)
6 Slider
7 MP Tray Extension
8 Cassette 1
9 Cassette 2
10 Paper Length Guide
11 Paper Width Guide
12 Paper Width Adjusting Tab
13 Interface Cover
14 Network Interface Connector (Printer)
15 USB Interface Connector
16 Parallel Port Interface Connector
17 Memory Card (CompactFlash) Slot
18 Network Interface Connector (Scanner)
19 Main Power Switch
20 Main Power Switch Cover



21 Output Tray
22 Left Cover 1
23 Left Cover 2
24 Front Cover
25 Toner Container (Black)
26 Toner Container (Yellow)
27 Toner Container (Cyan)
28 Toner Container (Magenta)
29 Toner Container Lock Lever
30 Waste Toner Box
31 Carrying Handles

Operation Panel



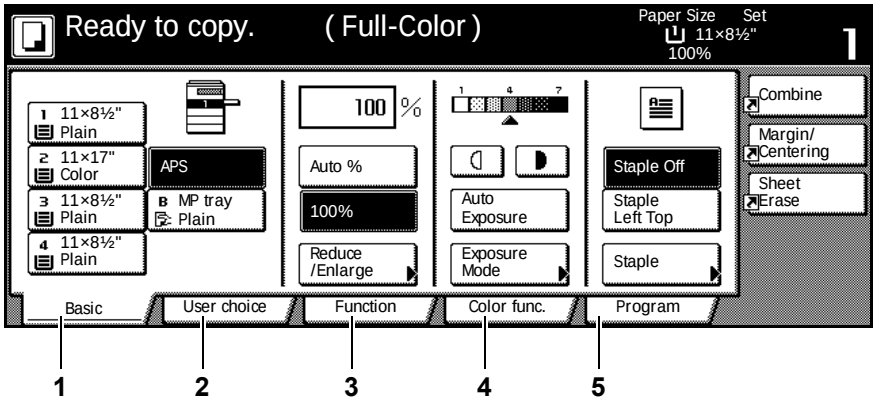
1 Brightness Adjustment Dial
2 **Copier** Key (Indicator/Lamp)
3 **Printer** Key (Indicator/Lamp)
4 **Scanner** Key (Indicator/Lamp)
5 **Fax** Key (Indicator/Lamp)
6 **System Menu/Counter** Key
7 **Auto Color** Key
8 **Full-Color** Key
9 **Black&White** Key
10 **Document Management** Key/Indicator
11 **Print Management** Key/Indicator
12 **Repeat Copy** Key/Indicator
13 **Job Build** Key/Indicator
14 **Auto Selection** Key/Indicator
15 **Job Accounting** Key
16 **Interrupt** Key/Indicator
17 **Energy Saver** Key/Indicator
18 **Power** Key/Indicator
19 Main Power Indicator
20 Touch Panel
21 Numeric Keys
22 **Reset** Key
23 **Stop/Clear** Key
24 **Start** Key/Indicator

Touch Panel

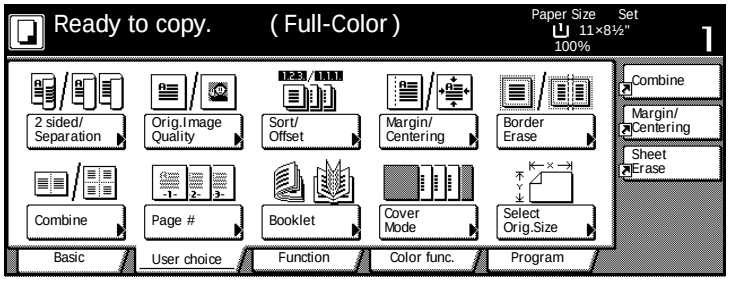
Copy Screen

Displayed by pressing the **Copier** key. Screen changes when **1**, **2**, **3**, **4**, and **5** are pressed.

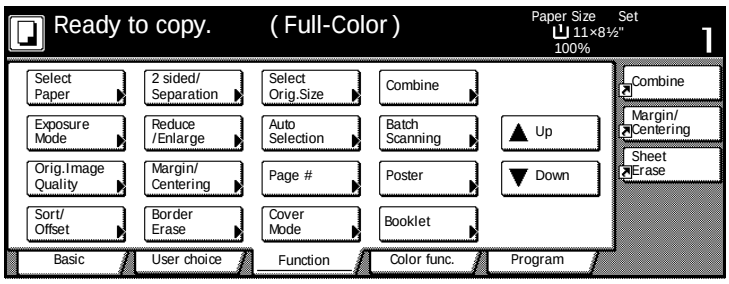
1 [Basic] screen



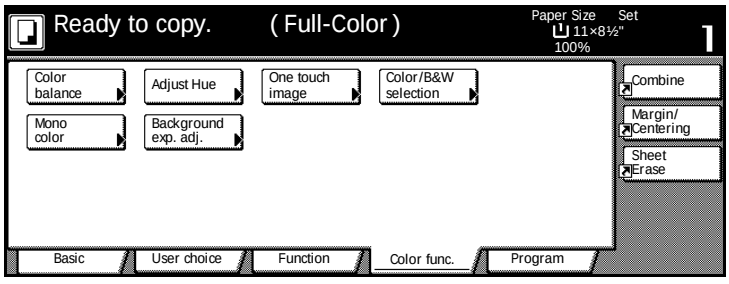
2 [User choice] screen



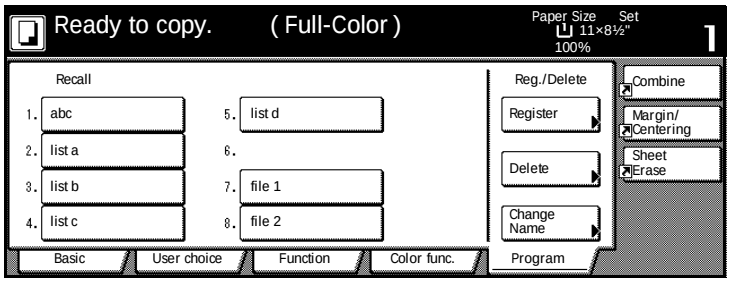
3 [Function] screen



4 [Color func.] ([Colour func.]) screen

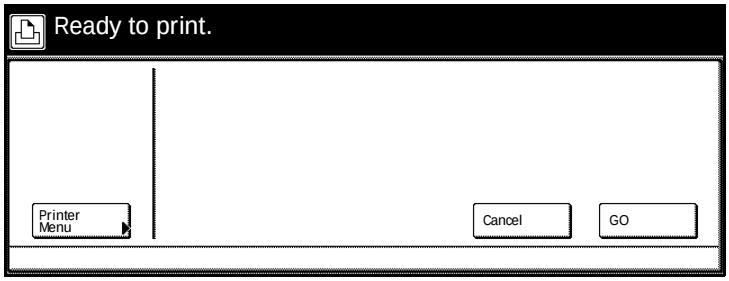


5 [Program] screen



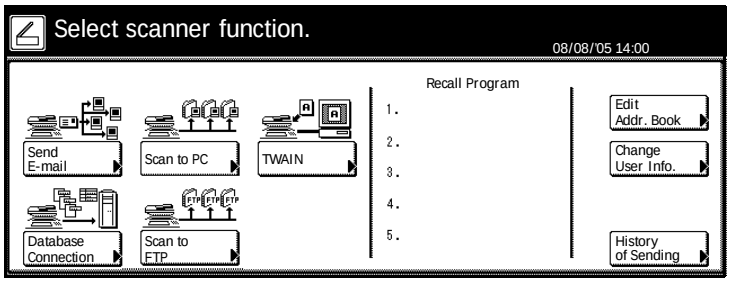
Printer Screen

Displayed by pressing the **Printer** key.



Scanner Screen

Displayed by pressing the **Scanner** key.



2 Preparation for Usage

This chapter explains the preparations required before using the machine.

- Loading Paper...2-2
- Setting Paper Type and Size for the Cassettes and MP Tray...2-7
- Placing Originals...2-16
- Language...2-20
- Connecting Cables...2-21
- Preparing the Printer...2-22
- Preparing the Scanner...2-31

Loading Paper

Load paper in the 2 cassettes, the MP tray, and/or the optional paper feeder or 3000 sheet paper feeder.

Before Loading Paper

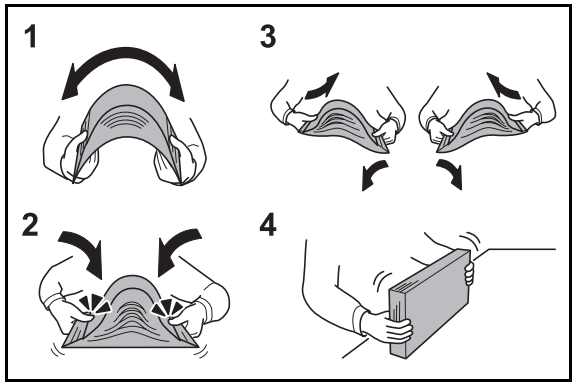
When you open a new package of paper, fan through the sheets to separate them slightly prior to loading as described below.

1 Bend the stack of paper so that the middle of the paper lifts upwards.

2 Gripping both ends of the paper, push inward to cause the stack of paper to fluff up.

3 Introduce air into the stack of paper by alternately raising and lowering your left and right hands.

4 Finally, align the edges of the paper using a flat surface such as a countertop.

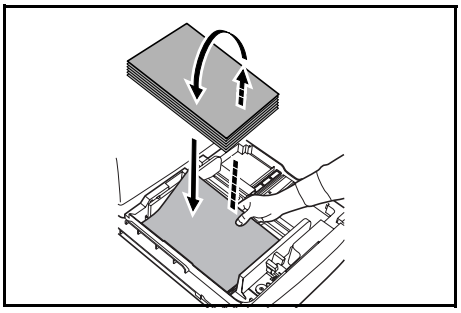


If the paper is curled or folded, straighten it before loading. Overloading may cause paper jams.

IMPORTANT: If you copy onto used paper (paper already used for copying), do not use paper that is stapled or clipped together. This may damage the machine or cause poor image quality.

If output paper curls or does not line up properly, try flipping over the paper loaded into the cassette.

Avoid exposing opened paper to high temperatures and high humidity as dampness may cause copying problems. Seal any remaining paper after loading the MP tray or a cassette in its original package. If the machine will not be used for a prolonged period, protect all paper from humidity by removing from the cassettes and sealing in the original package.



Loading Paper into Cassette 1, 2

Cassettes 1 and 2 support standard, recycled, and colored paper. 500 sheets of standard paper less than 11 × 8 1/2" or A4 in size (80 g/m^2), or 250 sheets of standard paper greater than 8 1/2 × 14" or B4 size (80 g/m^2) may be loaded into Cassette 1. 500 sheets of standard paper (80 g/m^2) may be loaded into Cassette 2.

Supported paper sizes are 11 × 17", 8 1/2 × 14", 11 × 8 1/2", 8 1/2 × 11", 5 1/2 × 8 1/2", 8 1/2 × 13", 8 1/2 × 13 1/2", A3, B4, A4, A4R, B5, B5R, A5R, Folio, 8K, 16K and 16KR.

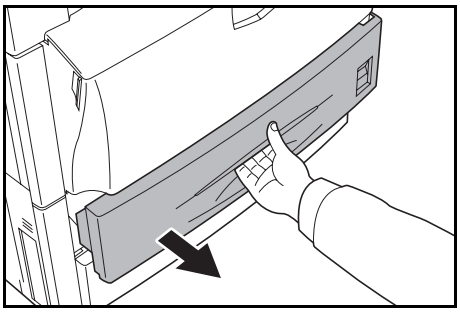
Load paper into the optional paper feeder (Cassettes 3 and 4) in the same manner.

IMPORTANT: When making color copies, use special color paper for best results.

Do not use inkjet printer paper or paper with special surface coatings. (They may cause a failure, such as a paper jam.)

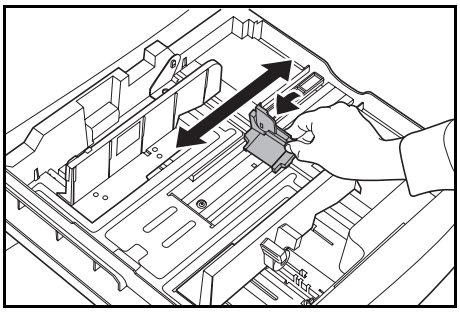
After loading paper, be sure to specify the type and size of the paper loaded in the cassettes on the operation panel. For further details, refer to *Specifying Paper Size* on page *2-7* and *Specifying the Paper Type* on page *2-8*.

1 Pull the cassette out toward you until it stops.



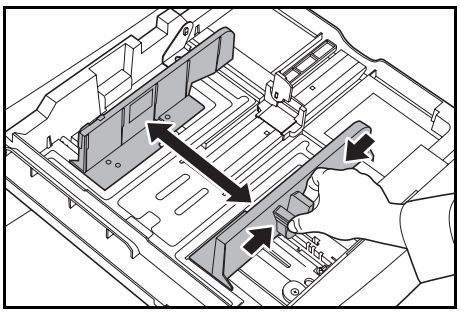
2 Adjust the paper length guide to fit the paper size.

NOTE: Paper sizes are marked on the cassette.

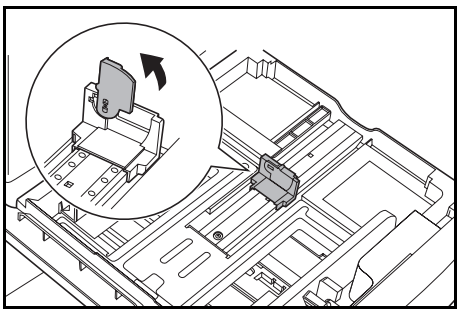


3 Holding the paper width adjusting tab both ends, move the paper width guide to fit the paper.

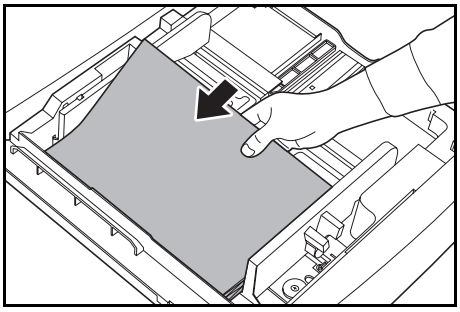
NOTE: Paper sizes are marked on the cassette.



When loading paper smaller than 11 × 8 1/2" or A4 into Cassette 1, raise the support lever as shown in the illustration.



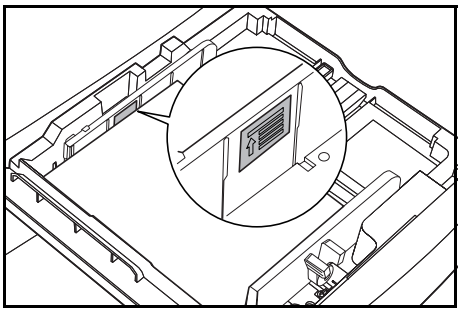
4 Align the paper flush against the left side of the cassette as you load it.



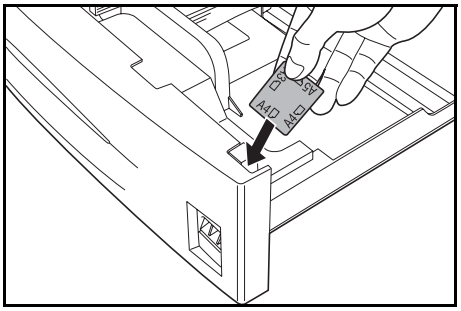
IMPORTANT: Verify that the paper is pressed snugly against the vertical and horizontal size guides. If a gap is present, reset the width guide or length guide. Overloading may cause paper jams.

Before loading the paper, be sure that it is not curled or folded. Overloading may cause paper jams.

Ensure that the loaded paper does not exceed the level indicated. Overloading may cause paper jams.



5 Insert the appropriate paper size card in the slot to indicate the size of the loaded paper.



6 Gently push the cassette back in.

Loading Paper into 3000 Sheet Paper Feeder

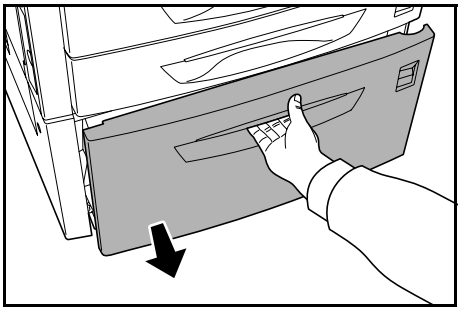
3000 sheets of 11 × 8 1/2" or A4 paper (80 g/m^2) may be loaded into the optional 3000 sheet paper feeder (Cassette 3).

IMPORTANT: When making color copies, use special color paper for best results.

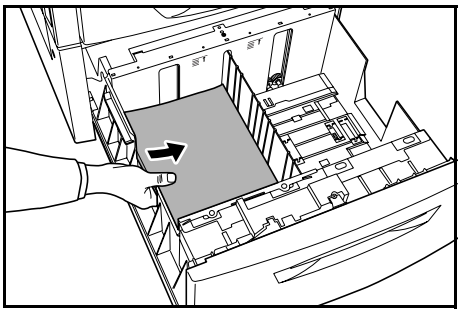
Do not use inkjet printer paper or paper with special surface coatings. (They may cause a failure, such as a paper jam.)

Specify the type of paper loaded in the 3000 paper feeder. Refer to *Specifying the Paper Type* on page *2-8* for details.

1 Pull the cassette out toward you until it stops.

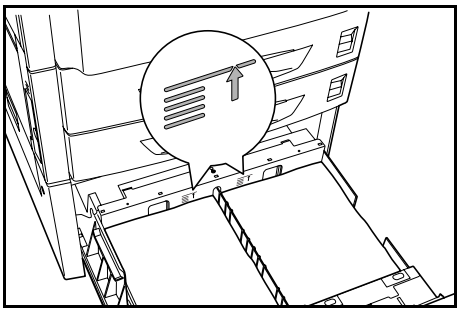


2 Align the paper to the center of the cassette as you load it.



NOTE: Before loading the paper, be sure that it is not curled or folded. Curled or folded paper may cause paper jams.

Ensure that the loaded paper does not exceed the level indicated.



3 Gently push the cassette back in.

Loading Paper in the MP Tray

In addition to standard and recycled paper, special paper (60 - 220 g/m^2) may be loaded. 100 sheets of 11 × 8 1/2" or A4 or smaller size paper (80 g/m^2) or 50 sheets of 8 1/2 × 14" or B4 or larger paper (80 g/m^2) may be loaded.

Paper sizes 11 × 17" - 5 1/2 × 8 1/2", A3 - A6R, 8K, 16K, and 16KR can be loaded.

The capacity of the MP tray is as follows.

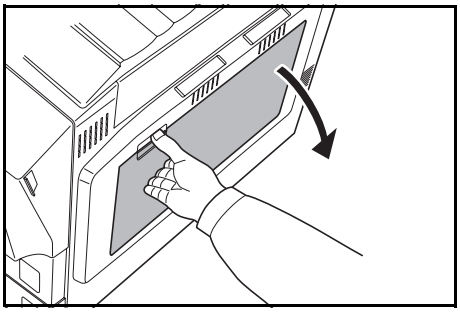
Paper types	Capacity
Standard paper (80 g/m^2), recycled paper, colored paper	11 × 8 1/2" or A4 or smaller: 100 sheets, 8 1/2 × 14"or B4 or larger: 50 sheets
Standard paper (120 g/m^2, 160 g/m^2, 200 g/m^2) or transparencies	10 sheets

IMPORTANT: When making color copies, use special color paper for best results.

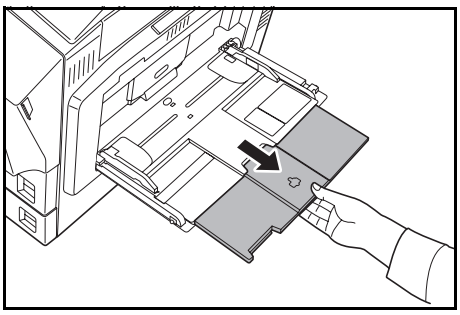
Do not use inkjet printer paper or paper with special surface coatings. (They may cause a failure, such as a paper jam.)

After loading paper, be sure to specify the type and size of the paper loaded in the MP tray on the operation panel. For further details, refer to *Specifying the Paper Size to the MP Tray* on page *2-10* and *Specifying the Paper Type to the MP Tray* on page *2-15*.

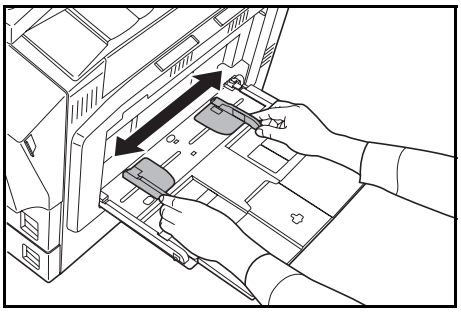
1 Open the MP tray.



When loading paper larger than 8 1/2 × 11" or A4R, pull out the MP tray extension.

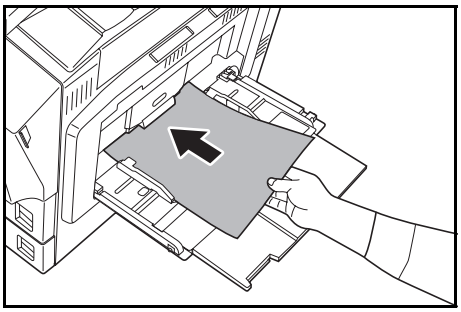


2 Adjust the sliders to fit the width of the paper.



3 Insert the paper along the sliders into the tray until it stops.

Ensure that the sliders are flush against the edges of the paper.

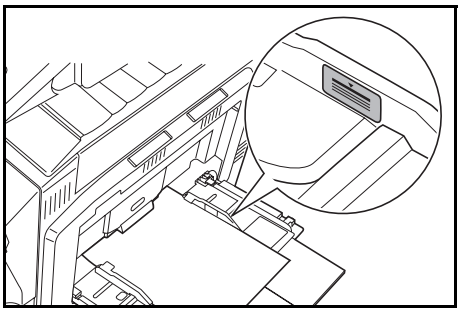


IMPORTANT: Before loading postcards and other types of thick paper that may be curled, straighten out the paper. The paper may not be fed depending on the paper quality.

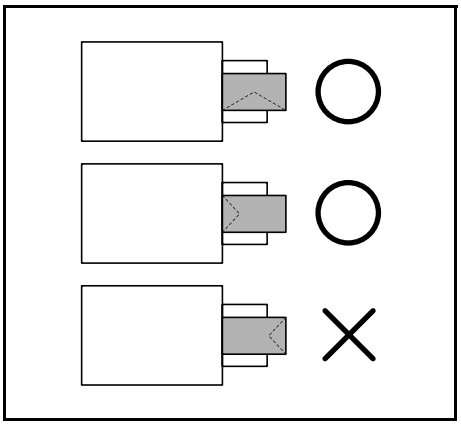
To print both front and back side of the post card, be sure to print the back side before printing the address side.

Only load paper into the MP tray when it is in use. Avoid leaving paper in the MP tray.

Ensure that the loaded paper does not exceed the level indicated. Overloading may cause paper jams.



When loading envelopes, with the envelope flap closed and keep the printing side face-up. Insert envelopes against the guide with the flap on the front or right side until they stop.



Setting Paper Type and Size for the Cassettes and MP Tray

When loading paper into Cassette 1 and 2 and the optional paper feeders (Cassette 3 and 4), set the paper size and type. Refer to *Specifying Paper Size* and *Specifying the Paper Type* on page *2-8* below.

When loading paper into the optional 3000 sheet paper feeder (Cassette 3), set the paper type. Refer to *Specifying the Paper Type* on page *2-8*.

After loading paper in the MP tray, specify both the paper type and size. Refer to *Specifying the Paper Size to the MP Tray* on page *2-10* and *Specifying the Paper Type to the MP Tray* on page *2-15*.

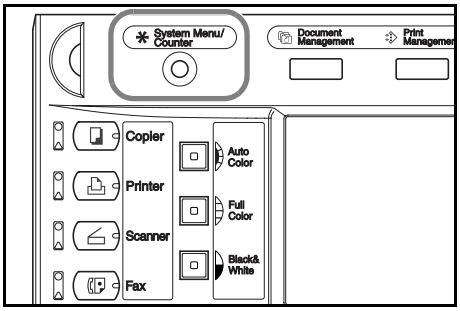
Specifying Paper Size

When loading paper into Cassette 1 and 2 and the optional paper feeders (Cassette 3 and 4), set the paper size. To automatically detect the paper size, set to [Auto Detection] and select either [Centimeter] or [Inch] units.

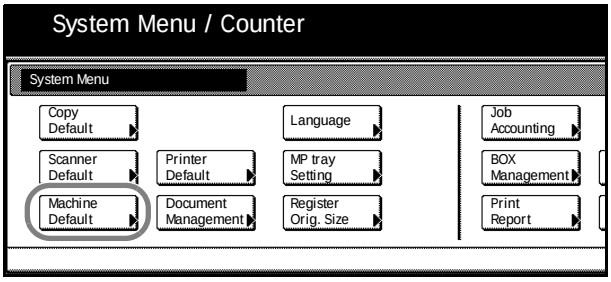
The following paper sizes are available.

11 × 17", 8 1/2 × 14", 11 × 8 1/2", 8 1/2 × 11", 5 1/2 × 8 1/2", 8 1/2 × 13 1/2", 8 1/2 × 13" (Oficio 2), A3, B4, A4, A4R, B5, B5R, A5R, Folio, 8K, 16K, 16KR

1 Press the **System Menu/Counter** key.



2 Press the [Machine Default] key.

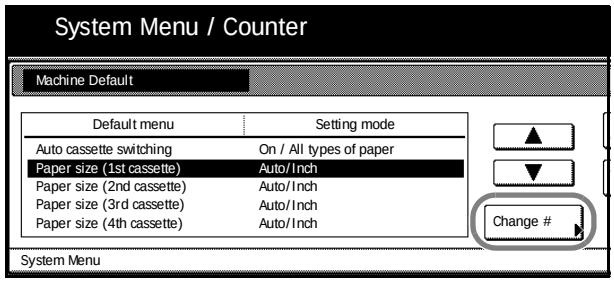


3 Use the numeric keys to enter the 4 digit management code. The default setting is 2500 for the 25/20 ppm model and 3200 for the 32/25 and 32/32 ppm models.

If the correct management code has been entered, the *Machine Default* screen will be displayed.

NOTE: If the optional security kit has been installed, the management code is 8 digits long. The default setting is 25002500 for the 25/20 ppm model and 32003200 for the 32/25 and 32/32 ppm models.

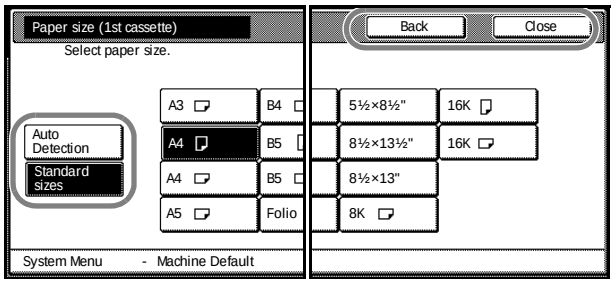
4 Press [▲] or [▼], select the cassette you wish to set the paper size from *Paper size (1st cassette)* - *Paper size (4th cassette)* and press [Change #].



NOTE: *3rd cassette* and *4th cassette* are shown when the optional paper feeder or 3000 sheet paper feeder have been installed.

5 If [Auto Detection] is selected, choose the unit type. If [Standard sizes] is selected, choose the paper size.

Press [Close].



Key	Description
[Close]	Keeps the settings and returns to the previous page.
[Back]	Cancels settings and returns to the previous page.

6 Press [Close].

7 Press [End]. The display returns to the [Basic] screen.

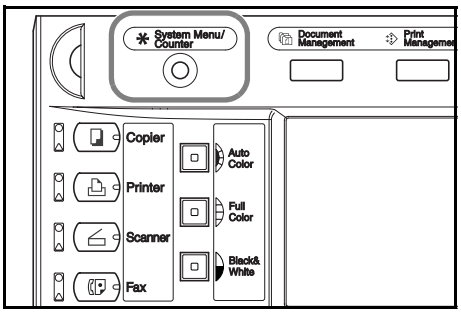
Specifying the Paper Type

When loading paper into Cassette 1 and 2 or the optional paper feeder (Cassette 3 and 4) or the 3000 sheet paper feeder (Cassette 3), set the paper size.

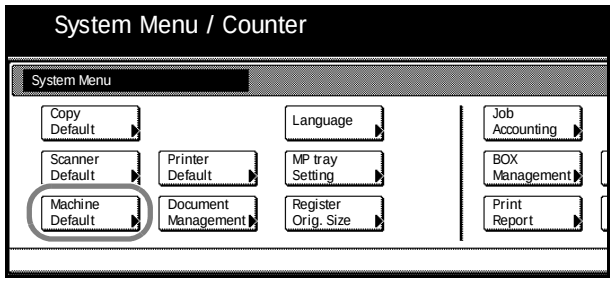
The following paper types are available.

Plain, *Rough*, *Vellum*, *Recycled*, *Preprinted*, *Bond*, *Color* (*Colour)*, *Prepunched*, *Letterhead*, *High Quality*, *Custom 1 - 8*

1 Press the **System Menu/Counter** key.



2 Press [Machine Default].

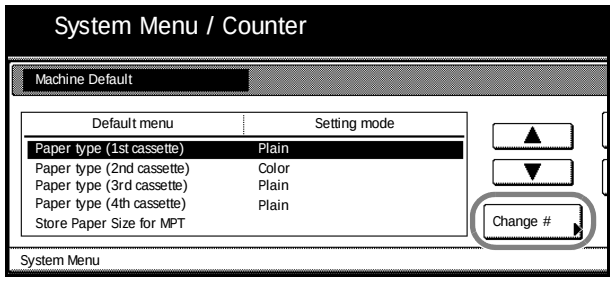


3 Use the numeric keys to enter the 4 digit management code. The default setting is 2500 for the 25/20 ppm model and 3200 for the 32/25 and 32/32 ppm models.

If the correct management code has been entered, the *Machine Default* screen will be displayed.

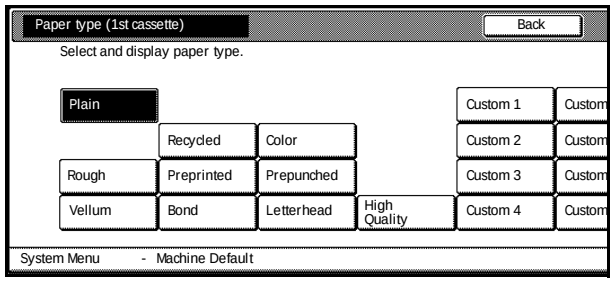
NOTE: If the optional security kit has been installed, the management code is 8 digits long. The default setting is 25002500 for the 25/20 ppm model and 32003200 for the 32/25 and 32/32 ppm models.

4 Press [▲] or [▼], select the cassette you wish to set the paper type from *Paper type (1st cassette)* - *Paper type (4th cassette)* and press [Change #].



NOTE: *3rd cassette* and *4th cassette* are shown when the optional paper feeder or 3000 sheet paper feeder have been installed.

5 Select the paper type and press [Close].



6 Press [Close].

7 Press [End]. The display returns to the [Basic] screen.

Specifying the Paper Size to the MP Tray

Specify the paper size when using the MP tray.

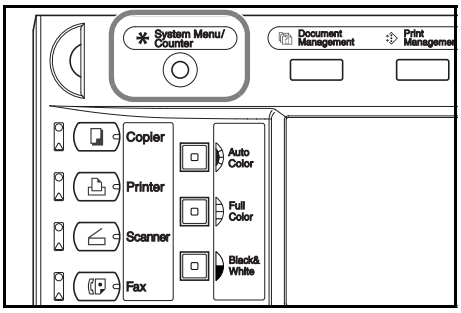
The following paper sizes are available.

Setting method	Unit	Paper size
Auto Detect	Inch	11 × 17", 8 1/2 × 14", 11 × 8 1/2", 8 1/2 × 11", 5 1/2 × 8 1/2"
	Centimeter	A3, B4, A4, A4R, B5, B5R, A5R, B6R, A6R
Other Standard Sizes		ISO B5, Envelope DL, Envelope C5, Envelope C4, Comm. #10, Comm. #9, Comm. #6-3/4, Monarch, Executive, OUFUKU HAGAKI (return postcard), YOUKEI 2, YOUKEI 4, 8 1/2 × 13 1/2", 8 1/2 × 13" (Oficio 2), 8K, 16K, 16KR
Input Size		Inch models Height: 3 7/8 - 11 5/8" (1/8" increments) Width: 5 7/8 - 17" (1/8" increments) Metric models Height: 98 - 297 mm (1 mm increments) Width: 148 - 432 mm (1 mm increments)
Custom Size		Pre-assigned paper size 1-4 Assignable paper sizes Inch models Height: 3 7/8 - 11 5/8" (1/8" increments) Width: 5 7/8 - 17" (1/8" increments) Metric models Height: 98 - 297 mm (1 mm increments) Width: 148 - 432 mm (1 mm increments)

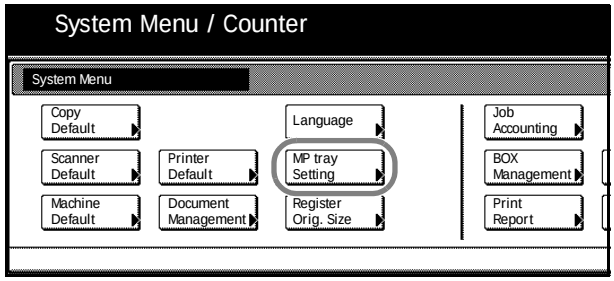
Auto Detect

The paper size is automatically detected. Select between [Centimeter] ([Centimetre]) and [Inch] measurement units.

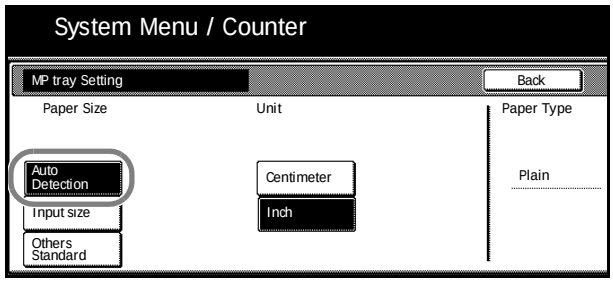
1 Press the **System Menu/Counter** key.



2 Press [MP tray Setting].



3 Press [Auto Detection].



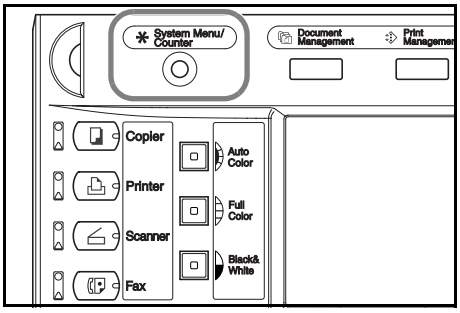
4 Select [Centimeter] ([Centimetre]) or [Inch].

5 Press [Close]. The display returns to the [Basic] screen.

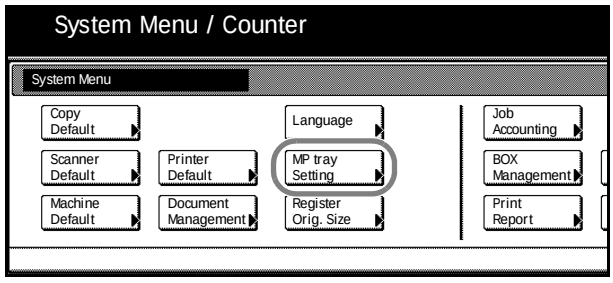
Other Standard Sizes

Specify special standard sizes.

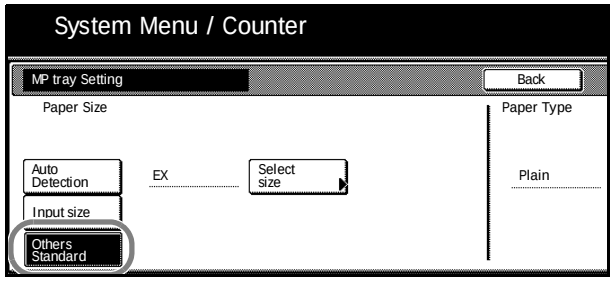
1 Press the **System Menu/Counter** key.



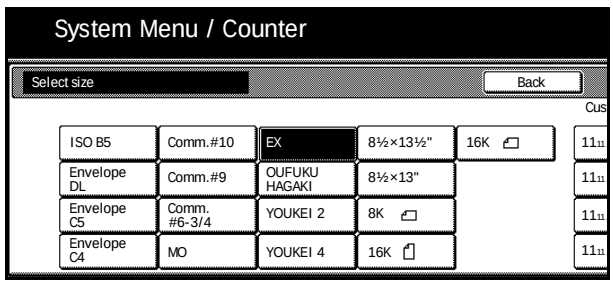
2 Press [MP tray Setting].



3 Press [Others Standard] and press [Select size].



4 Select the paper size.



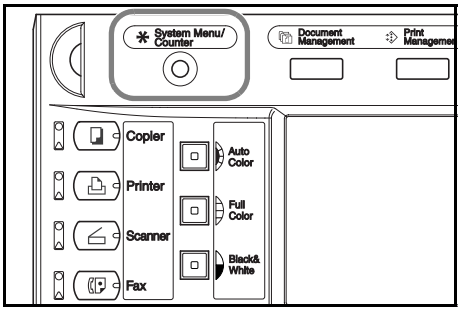
5 Press [Close].

6 Press [Close]. The display returns to the [Basic] screen.

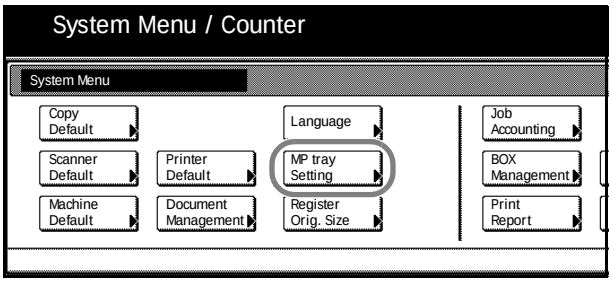
Input Size

Specify the required paper size.

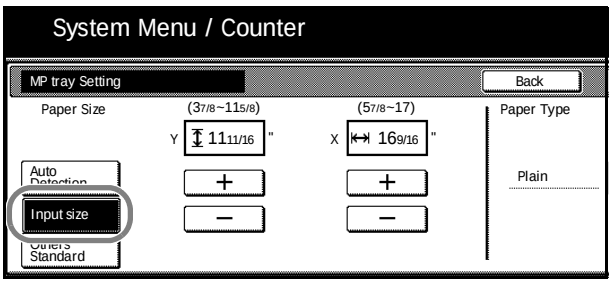
1 Press the **System Menu/Counter** key.



2 Press [MP tray Setting].



3 Press [Input size].



4 Press [+] and [–] to set the *Y* (height) and *X* (width) sizes.

With the metric models, you may enter the size directly using the numeric keys by pressing [#-Keys].

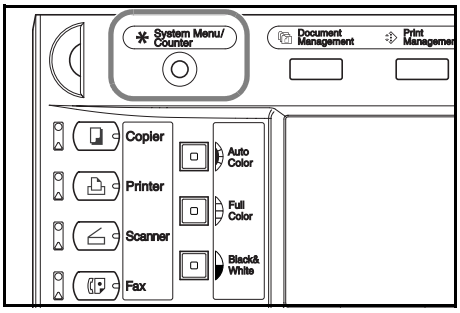
5 Press [Close]. The display returns to the [Basic] screen.

Custom Size

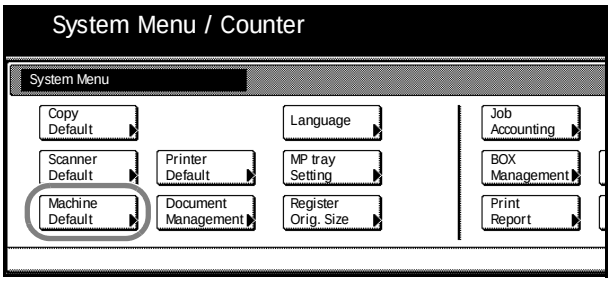
Store frequently used paper sizes as custom sizes. Also, the paper type can be set for each custom size.

Assignment Method

1 Press the **System Menu/Counter** key.



2 Press [Machine Default].



3 Use the numeric keys to enter the 4 digit management code. The default setting is 2500 for the 25/20 ppm model and 3200 for the 32/25 and 32/32 ppm models.

If the correct management code has been entered, the *Machine Default* screen will be displayed.

NOTE: If the optional security kit has been installed, the management code is 8 digits long. The default setting is 25002500 for the 25/20 ppm model and 32003200 for the 32/25 and 32/32 ppm models.

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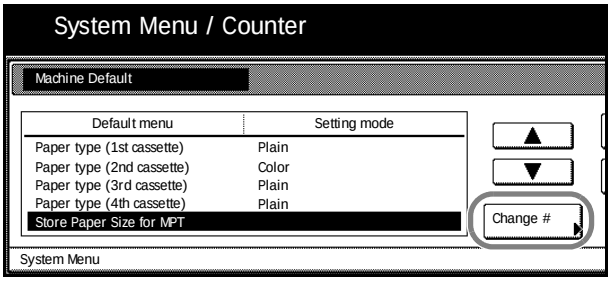
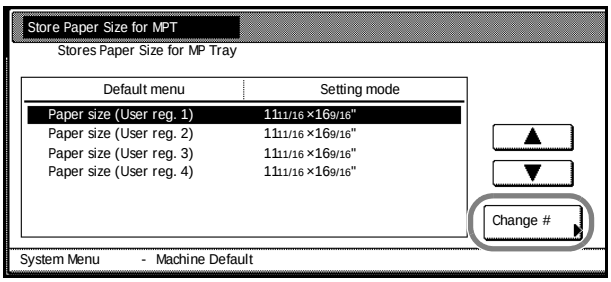
4 Press [▲] or [▼] to select *Store Paper Size for MPT*, and press [Change #].



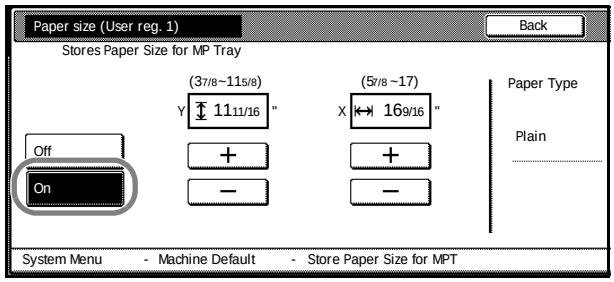
5 Press [▲] or [▼], select the number to register from *Paper size (User reg. 1 - 4)* and press [Change #].


Store Paper Size for MPT
Stores Paper Size for MP Tray
Default menu
Setting mode
Paper size (User reg. 1)
11 1/16 ×16 9/16"
Paper size (User reg. 2)
11 1/16 ×16 9/16"
Paper size (User reg. 3)
11 1/16 ×16 9/16"
Paper size (User reg. 4)
11 1/16 ×16 9/16"
Change #
System Menu - Machine Default

6 Press [On] and press [+] or [–] to set the *Y* (Length) and *X* (Width) sizes.

With the metric models, you may enter the size directly using the numeric keys by pressing [#-Keys].

To specify a paper type, press [Select Paper Type]. Select the paper type and press [Close].



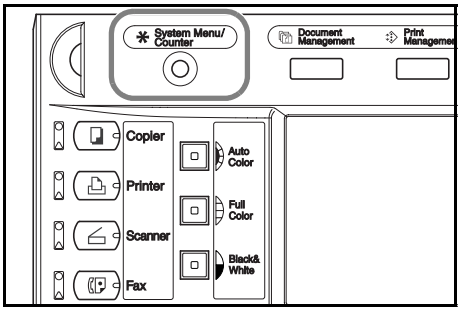
7 Press [Close].

8 Press [Close].

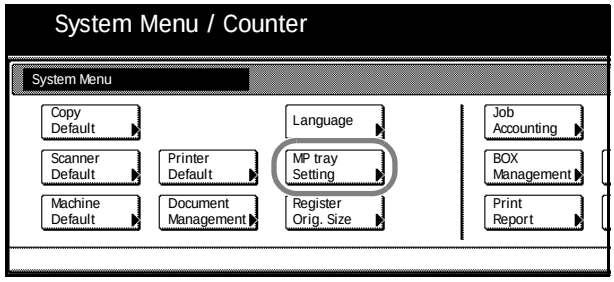
9 Press [End]. The display returns to the [Basic] screen.

Setting Method

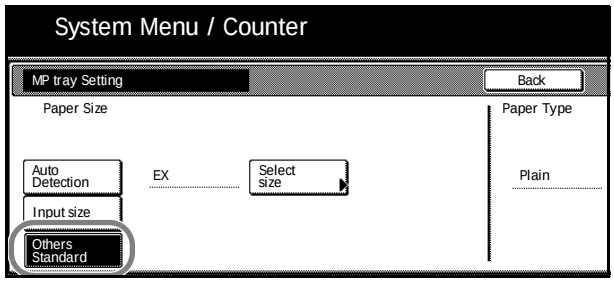
1 Press the **System Menu/Counter** key.



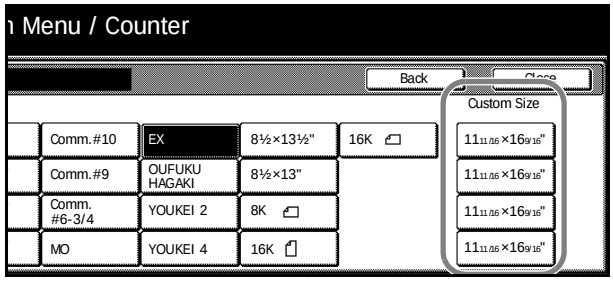
2 Press [MP tray Setting].



3 Press [Others Standard] and press [Select size].



4 Select the paper size from *Custom Size* (*Use regist*).



5 Press [Close].

6 Press [Close]. The display returns to the [Basic] screen.

Specifying the Paper Type to the MP Tray

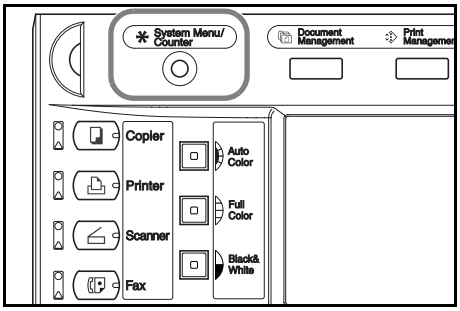
Set the paper type when using the MP tray.

The following paper types are available.

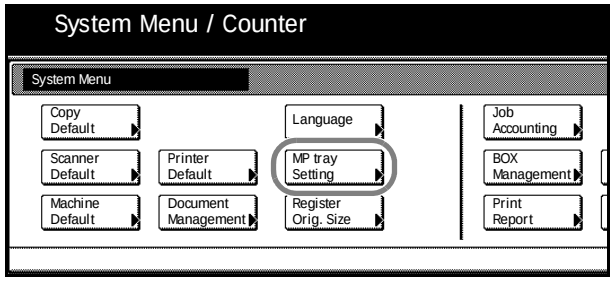
Plain, *Transparency*, *Rough*, *Vellum*, *Labels*, *Recycled*, *Preprinted*, *Bond*, *Cardstock*, *Color* (*Colour*), *Prepunched*, *Letterhead*, *Thick paper*, *Envelope*, *Coated*, *High Quality*, *Custom 1 - 8*

NOTE: Paper type cannot be changed for MP tray paper size when a Custom size has been selected that has already set the paper type.

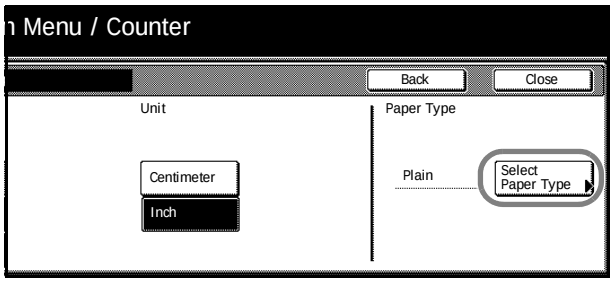
1 Press the **System Menu/Counter** key.



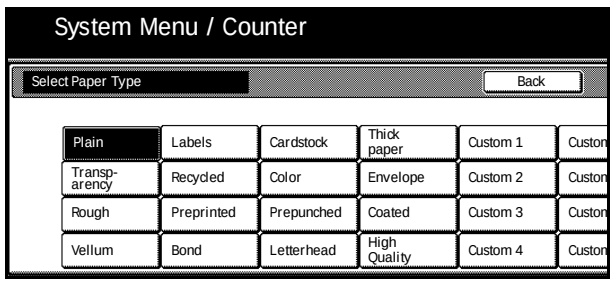
2 Press [MP tray Setting].



3 Press [Select Paper Type].



4 Select the paper type.



5 Press [Close].

6 Press [Close]. The display returns to the [Basic] screen.

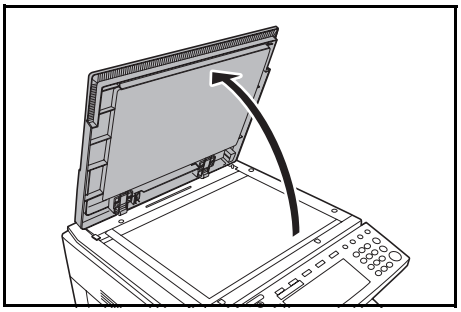
Placing Originals

This section explains how to place an original for copying or scanning.

Loading Originals on the Platen

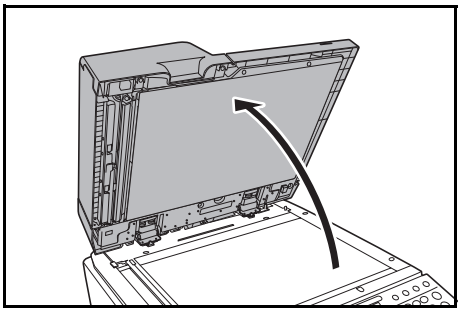
Open the original platen and place the original on the platen. You may also place non-sheet originals such as books or magazines.

1 Open the original platen.

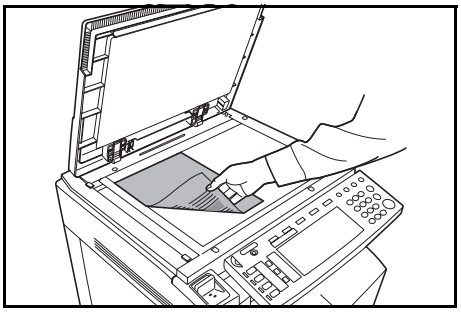


NOTE: If the optional document processor has been installed, open the document processor. Before opening the document processor, be sure that there are no originals left on the original tray or on the original eject table. Originals left on the original table or on the original eject table may fall off the machine when the document processor is opened.

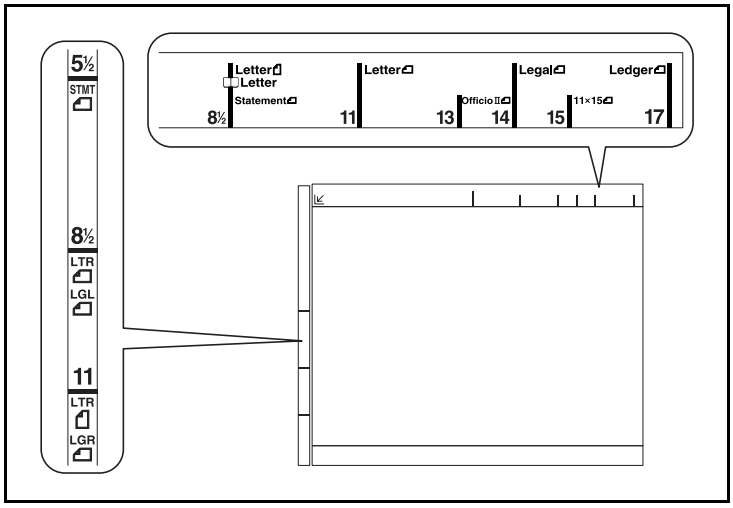
For originals over 4 cm thick, leave the document processor open during copying.



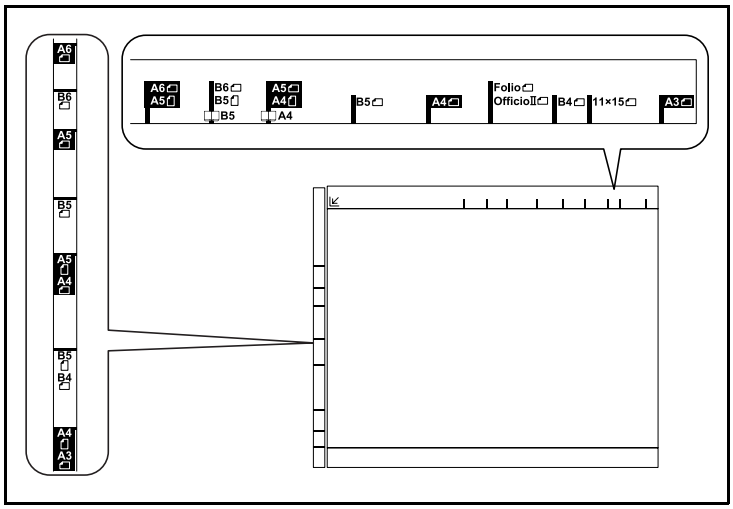
2 Place the original. Place the side to be copied face down and starting from the back left corner, align flush against the original size indicator plates.



Original size indicator plates (Inch models)



(Metric models)



3 Close the original platen.

IMPORTANT: Do not push the original platen or document processor forcefully when you close it. Excessive pressure may crack the platen glass.

Shadows may appear around the edges and in the middle of copies of open-faced originals such as books.

Caution: Do not leave the document processor open as there is a danger of personal injury.

Loading Originals in the Document Processor (option)

Use the optional document processor to automatically read multi-page originals one page at a time. Also automatically turn over and read both sides of two-sided originals.

The document processor supports the following types of originals.

Item	Specifications
Weight	1-sided original: 45 g/m² - 160 g/m² 2-sided original: 50 g/m² - 120 g/m²
Size	Maximum 11 × 17"/A3 - Minimum 5 1/2 × 8 1/2"/A5R
Capacity	Standard paper (80 g/m², 11 × 8 1/2"/A4 or smaller), color paper (11 × 8 1/2"/A4 or smaller), recycled paper (11 × 8 1/2"/A4 or smaller): 100 sheets or less (Auto Selection Mode: 30 sheets) Standard paper (80 g/m², 8 1/2 × 14"/B4 or larger), color paper (8 1/2 × 14"/B4 or larger), recycled paper (8 1/2 × 14"/B4 or larger): 70 sheets or less Art paper: 1 sheet

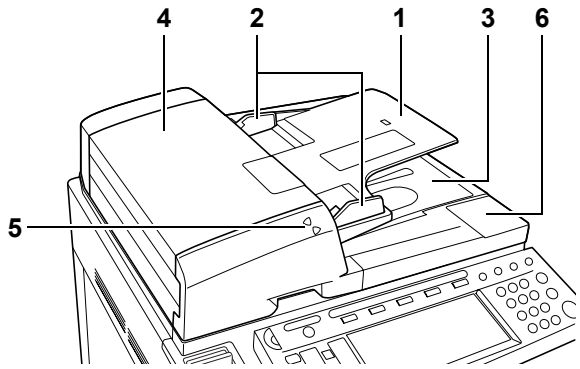
Precautions on Types of Originals for Document Processor

Do not use the document processor for the following types of originals. Additionally, if originals have punched holes or perforations, load them with the holes or perforations away from the leading edge.

- Transparent films such as OHP transparencies
- Delicate originals such as carbon paper, heavily crumpled paper, or vinyl sheets
- Irregularly shaped (non-rectangular) originals, wet originals, or originals containing adhesive tape or glue
- Remove clips or staples and straighten any curls, wrinkles, or creases before loading. Failure to do so may cause the originals to jam.
- Originals with cut-out sections or with very slippery surfaces
- Originals with correction fluid that has not dried
- Straighten the folds of bent originals before loading. Failure to do so may cause the originals to jam.

Document Processor Part Names

1 Original table
2 Original width guides
3 Original eject table
4 Document processor cover
5 Original loaded indicator
6 Cleaning cloth compartment

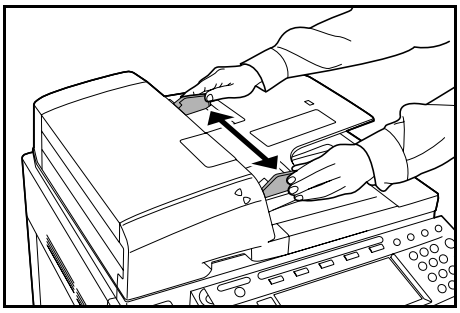


How to Load Originals

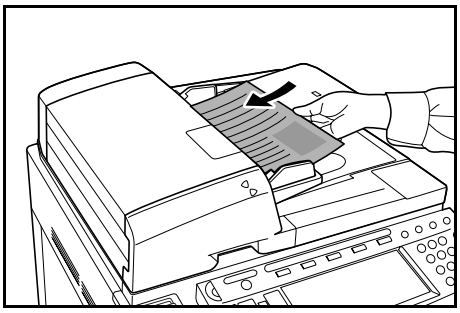
Follow these steps to load originals in the document processor.

IMPORTANT: Before loading originals, be sure there are no originals left on the original eject table. Originals left on the original eject table may cause the new originals to jam.

1 Adjust the original width guides to fit the originals.

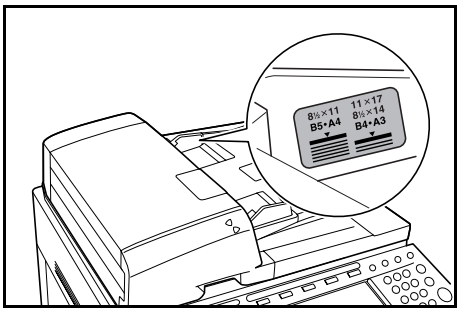


2 Place the originals. Place the side to be read facing up (the front side up for two-sided originals) and push the front edge of the original deep into the document processor.



IMPORTANT: Confirm that the original width guides exactly fits the originals. If there is a gap, readjust the original width guides. Failure to do so may cause the originals to jam.

Ensure that loaded originals do not exceed the level indicated. Exceeding the maximum level may cause the originals to jam.



Language

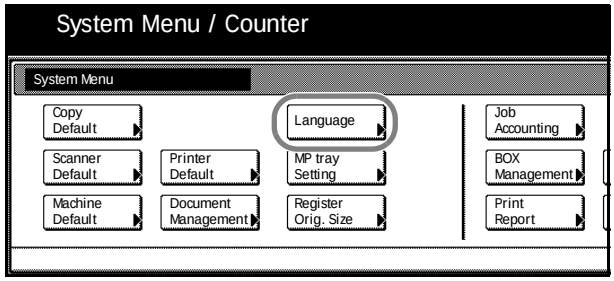
Select the language displayed on the touch panel.

The following languages are available.

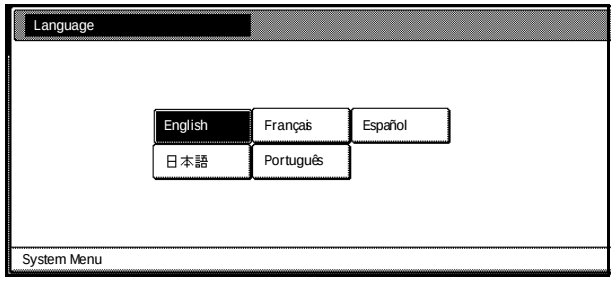
Model Type	Language
Inch models	English, French (*Français*), Spanish (*Español*), Japanese (日本語), Portuguese (*Português*)
Metric models	English, German (*Deutsch*), French (*Français*), Spanish (*Español*), Italian (*Italiano*)

1 Press the **System Menu/Counter** key.

2 Press [Language].



3 Select the key for the language you would like to set. The touch panel display will change to that language.



Connecting Cables

Connect to a computer to use the printer and scanner features. This device has the following interfaces for connecting to computers.

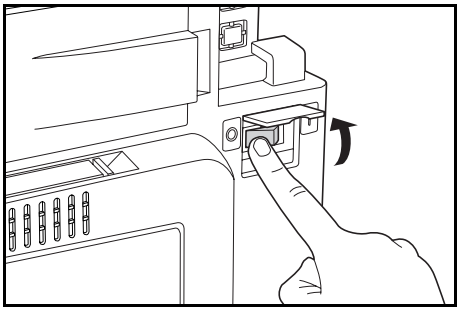
Use the type of cable appropriate for the interface used.

Function	Interface	Required cable
Printing Functionality	Parallel port interface	Parallel Port Cable (IEEE1284 specification, 1.5 m or less)
	USB Interface	USB 2.0-compatible cable (Hi-Speed USB specification, 5.0 m or less) shielded cable
	Network interface	Network Cable (10Base-T or 100Base-TX)
Scanning Functionality	Network interface	Network Cable (10Base-T or 100Base-TX)

NOTE: Use shielded USB, 10Base-T and 100Base-TX cables.

1 Open the main power switch cover, and switch the main power switch to off (O position).

Turn off the computer's power when connecting a parallel port cable.



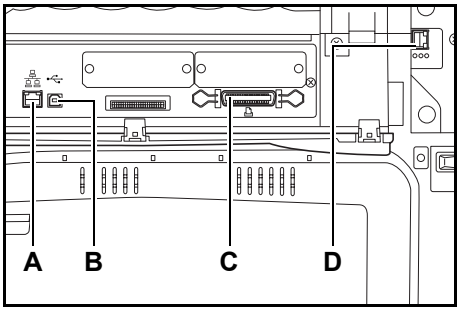
2 Open the interface cover on the right side of the unit and connect the cable to the interface.

A: Network interface (printer)

B: USB interface (printer)

C: Parallel port interface (printer)

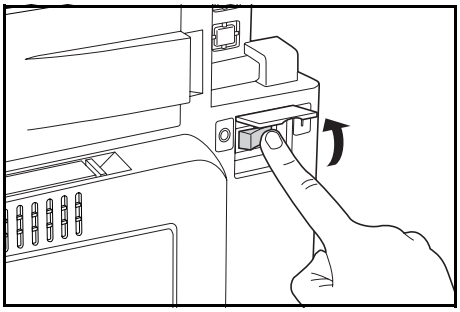
D: Network interface (scanner)



3 Connect the other end of the cable to the computer or a hub (network switching device).

4 Open the main power switch cover, and switch the main power switch to on (| position).

NOTE: For network cable connections, configure the network after connecting the cables. For details, refer to *Network (TCP/IP) Settings* on page *2-22* and *Scanner Basic Settings* on page *2-32*.



Preparing the Printer

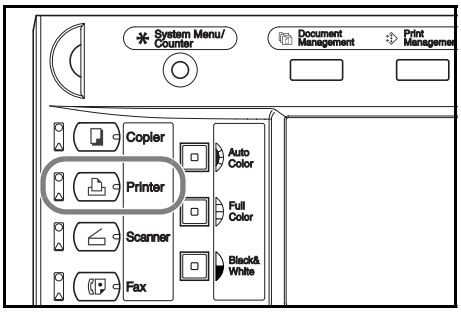
Network (TCP/IP) Settings

To use this device as a network printer, first set the device IP address.

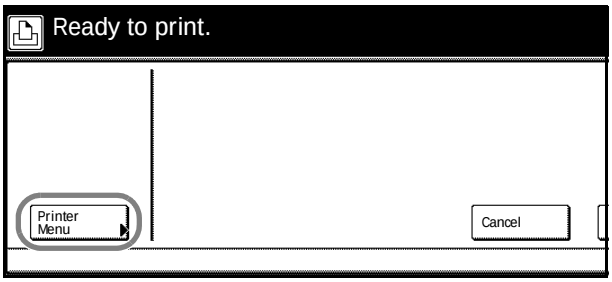
NOTE: Set the IP address according to the operating environment. Obtain this address from your network administrator.

For environments that use DHCP or BOOTP to automatically assign the IP address, this setting is not required because the DHCP or BOOTP setting is enabled by default.

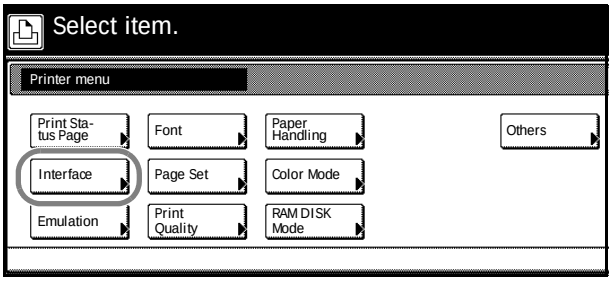
1 Press the **Printer** key.



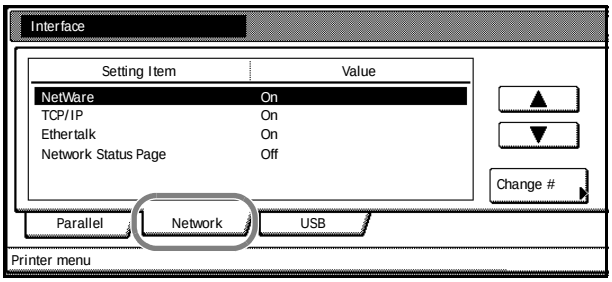
2 Press [Printer Menu].



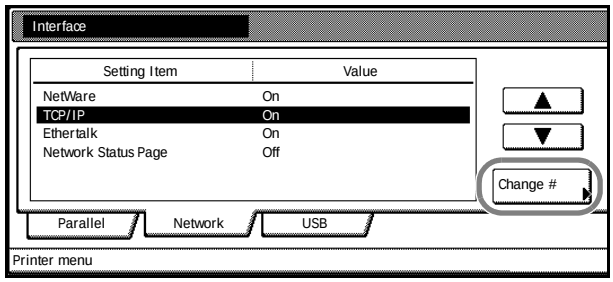
3 Press [Interface].



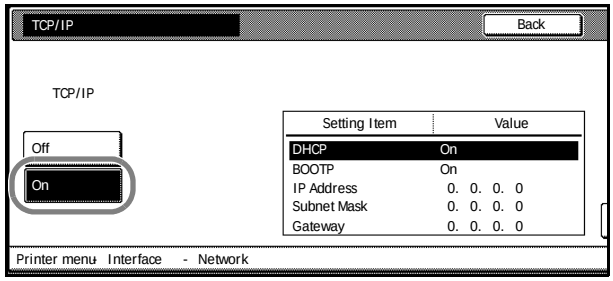
4 Press [Network].



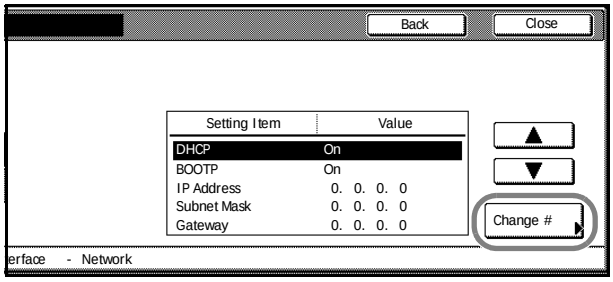
5 Press [▲] or [▼] to select *TCP/IP* and press [Change #].



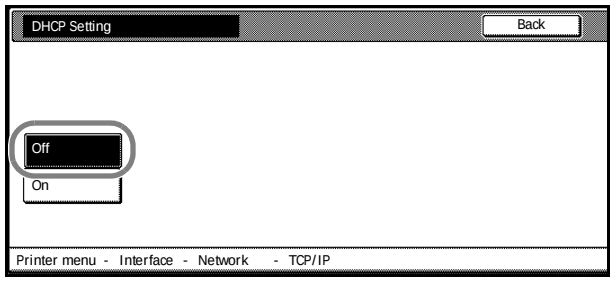
6 Press [On] below *TCP/IP*.



7 Press [▲] or [▼] to select *DHCP* and press [Change #].

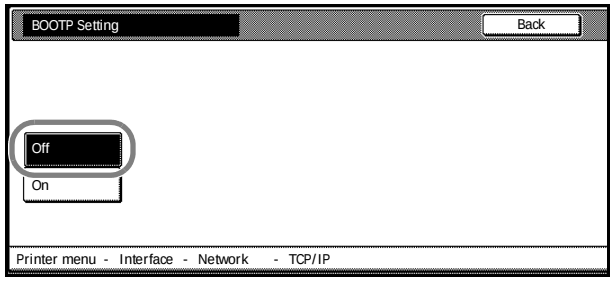


8 Press [Off] and press [Close].

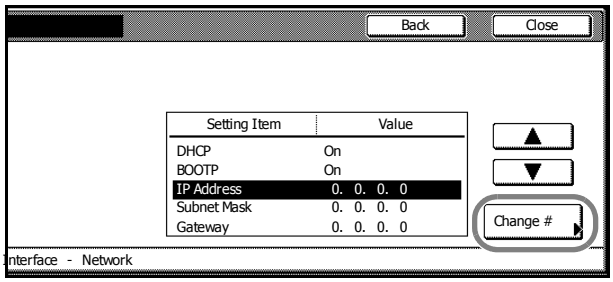


9 Press [▲] or [▼] to select *BOOTP* and press [Change #].

10 Press [Off] and press [Close].

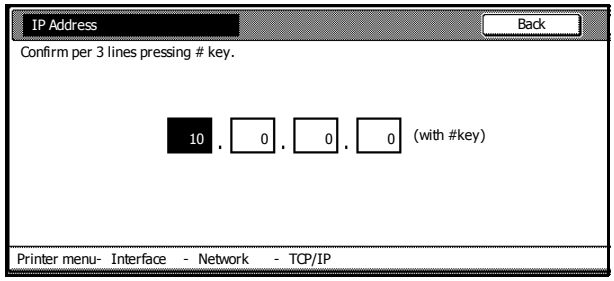


11 Press [▲] or [▼] to select *IP Address* and press [Change #].



12 Enter the IP address using the numeric keys. Input the address for the 3 digits displayed in reverse black and white and press the **#** key.

Verify the 3 digits entered **#** key.



13 Input the address for the next 3 digits displayed in reverse black and white and press the **#** key.

To correct an address entry, press the **#** key to select the 3 digit address you would like to correct and reenter the address using the numeric keys.

14 After inputting the rest of the address in the same manner, press [Close]. The display returns to the *TCP/IP* screen.

Press [Back] to delete the entered address and set the previous address.

15 Press [▲] or [▼] to select *Subnet Mask* and press [Change #].

16 Set the address in the same manner as Steps 12 - 14 to set the IP address.

17 Press [▲] or [▼] to select *Gateway* and press [Change #].

18 Set the address in the same manner as Steps 12-14 to set the IP address.

19 Press [Close] after all settings are complete.

20 Press [Close].

21 Press [Close]. The display returns to Printer mode.

Included Printer Utilities

This product includes the following printer utilities Install them as necessary. For details, refer to the manual included with each utility.

- Network Tool for Clients
- Direct Printing
- Print Monitor
- Port Setup
- Quick Setup

Installing the Printer Driver

Install the printer driver to connect this device to a computer. Install from the included Software Library CD-ROM for connections via the parallel port interface, network interface or the USB interface.

The following procedures are based on a Windows XP installation, but the same procedure may be followed to install on other Windows operating systems.

NOTE: Installation on Windows XP, Windows NT 4.0/2000 and Server 2003 must be installed by a user logged on with administrator privileges.

Plug and Play is disabled on this device when in Sleep Mode. Wake the device from Sleep Mode before continuing. See *Sleep Mode* on page *3-36*

---

1 Refer to *Connecting Cables* on page *2-21* to connect this device to the computer. After connecting, switch the main power switch to on (| position) and switch on the computer.

If a Plug and Play window like that shown at right appears, click the **Cancel** button.

Found New Hardware Wizard
Welcome to the Found New Hardware Wizard
This wizard helps you install software for:
If your hardware came with an installation CD or floppy disk, insert it now.
What do you want the wizard to do?
Install the software automatically (Recommended)
Install from a list or specific location (Advanced)
Click Next to continue.
< Back
Next >
Cancel

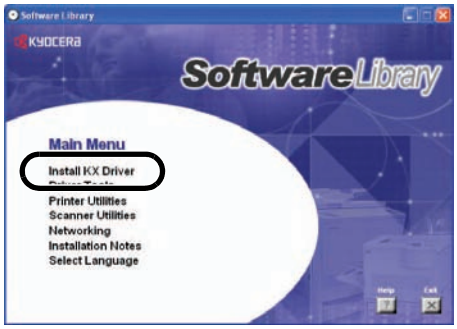
2 Insert the included Software Library CD-ROM into the CD-ROM drive.

A usage agreement is displayed. Click the **Accept** button to accept the agreement terms. The **Main Menu** screen is displayed.

If the screen is not displayed even after loading the CD-ROM, open the CD-ROM drive letter and double-click on the **setup.exe** file shown in the window.

KYOCERA
SoftwareLibrary
License Agreement
By using or installing the device drivers and Software included on this CD-ROM, you agree to become bound by the terms and conditions of this License Agreement. Please open and read.
View License Agreement

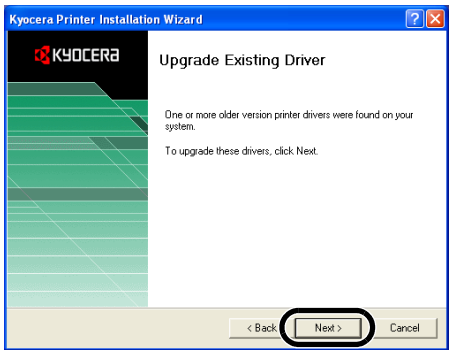
3 Click on **Install KX Driver**.



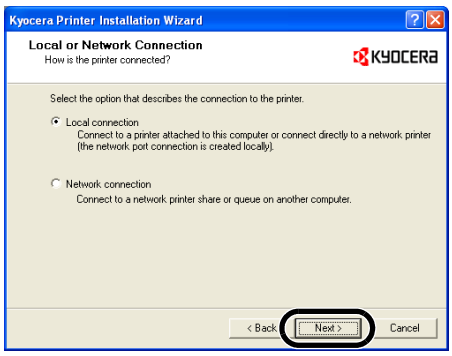
4 Click the **Next** button.

Kyocera Printer Installation Wizard
KYOCERA
Welcome to the Kyocera Printer Installation Wizard
This wizard helps you install printers and make printer connections.
Caution:
• Before running this wizard, please make sure your printer is properly connected and turned on. (USB & IEEE 1284). If 'Found New Hardware Wizard' appears please click 'Cancel' to close it.
• It is recommended that you close all running applications before installing your printer.
If you are installing a printer for a Client/Server environment, please refer to the 'Installation Notes' for detailed instructions.
To continue, click Next.
< Back
Next >
Cancel

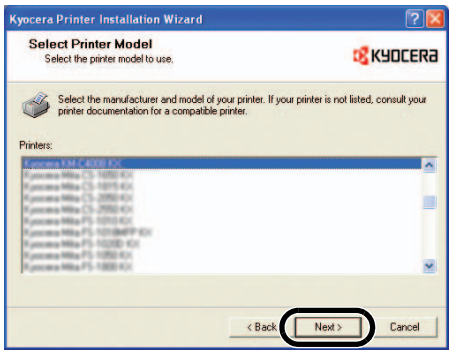
NOTE: If an older driver is already installed, the Install Wizard will automatically detect it and display the existing driver upgrade screen. Click the **Next** button and follow the screen prompts to upgrade the driver.


Kyocera Printer Installation Wizard
KYOCERA
Upgrade Existing Driver
One or more older version printer drivers were found on your system.
To upgrade these drivers, click Next.
< Back
Next >
Cancel

5 Select **Local connection** and press the **Next** button. For **Network connection**, refer to the *IB-21E/IB-22 Operation Guide* on the included CD-ROM.


Kyocera Printer Installation Wizard
Local or Network Connection
How is the printer connected?
KYOCERA
Select the option that describes the connection to the printer.
Local connection
Connect to a printer attached to this computer or connect directly to a network printer (the network port connection is created locally).
Network connection
Connect to a network printer share or queue on another computer.
< Back
Next >
Cancel

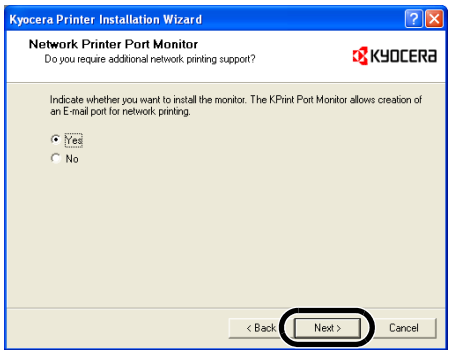
6 Select the device and press the **Next** button. At this point the Plug and Play window may reappear. Cancel any **Printer Found** screens that appear.


Kyocera Printer Installation Wizard
Select Printer Model
Select the printer model to use.
KYOCERA
Select the manufacturer and model of your printer. If your printer is not listed, consult your printer documentation for a compatible printer.
Printers:
< Back
Next >
Cancel

It is safe to proceed if the **Hardware Installation** screen appears. Press the **Continue Anyway** button.

Hardware Installation
The software you are installing for this hardware:
Printers
has not passed Windows Logo testing to verify its compatibility with Windows XP. (Tell me why this testing is important.)
Continuing your installation of this software may impair or destabilize the correct operation of your system either immediately or in the future. Microsoft strongly recommends that you stop this installation now and contact the hardware vendor for software that has passed Windows Logo testing.
Continue Anyway
STOP Installation

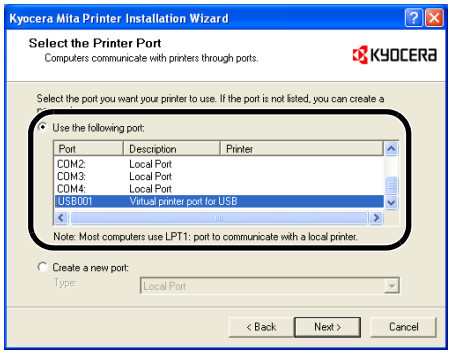
If the **Network Printer Port Monitor** screen is displayed, select **Yes** and click the **Next** button.


Kyocera Printer Installation Wizard
Network Printer Port Monitor
Do you require additional network printing support?
KYOCERA
Indicate whether you want to install the monitor. The KPrint Port Monitor allows creation of an E-mail port for network printing.
Yes
No
< Back
Next >
Cancel

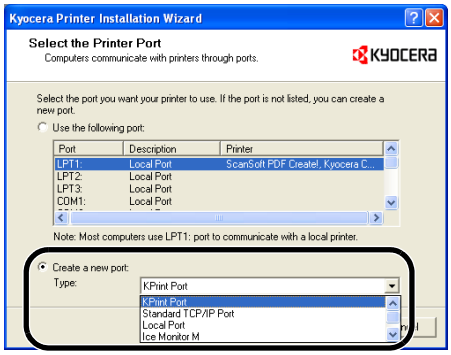
7 The **Select the Printer Port** screen is displayed. Follow the procedure below for parallel port or USB connection. Skip to Step 9 for network port connection.

8 For parallel port connection, select **LPT1** in the **Use the following port** list, click the **Next** button, and skip to Step 19.

For USB connection, select the USB port (example: **USB001**, **KMUSB001**), click the **Next** button, and skip to Step 19. If the USB port to be used is not found, go to Step 17.



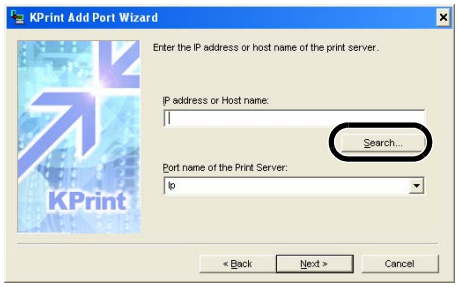
9 Click on **Create a new port**. Set the type to **KPrint Port** and click the **Next** button.



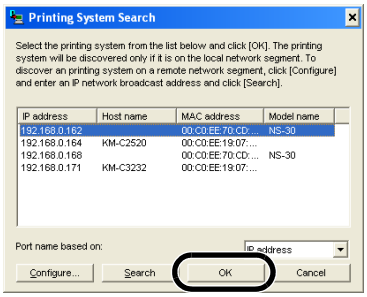
10 Select **Print using LPR** and click the **Next** button.

The following steps may vary slightly if KPrint has been installed before.

11 Input the IP address or host name for this device in **IP address or Host name** and go to Step 14. If you don't know the IP address or host name for this device, click **Search** and go to the next step.



12 A list of printers available on the network is displayed. Select this device and click the **OK** button.



13 The IP address or host name selected in Step 12 is displayed in **IP address or Host name**.

14 Confirm the print server port and click the **Next** button.

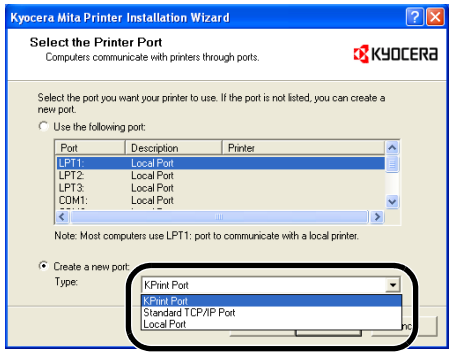
15 Input the **Destination printer port name** and click the **Next** button.

KPrint Add Port Wizard
Enter the desired port name. This name will be displayed in the Windows list of printer ports. Existing port names, such as LPT1, may not be used.
Destination printer port name:
192.168.0.171_lp
KPrint
< Back
Next >
Cancel

16 Confirm settings and click the **Finish** button. Go to Step 19.

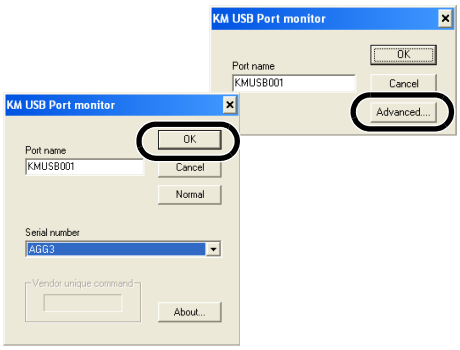
KPrint Add Port Wizard
After clicking the [Finish] button, the KPrint port will be registered as below.
IP address or host name: 192.168.0.171
Port name of the Print Server: lp
Destination printer port name: 192.168.0.171_lp
KPrint
< Back
Finish
Cancel

17 Click on **Create a new port**. Set the type to **KM USB Port** and click the **Next** button.


Kyocera Mita Printer Installation Wizard
Select the Printer Port
Computers communicate with printers through ports.
KYOCERA
Select the port you want your printer to use. If the port is not listed, you can create a new port.
Use the following port:
Port
Description
Printer
LPT1: Local Port
LPT2: Local Port
LPT3: Local Port
COM1: Local Port
Note: Most computers use LPT1: port to communicate with a local printer.
Create a new port:
Type:
KPrint Port
KPrint Port
Standard TCP/IP Port
Local Port

18 Confirm the **Port name**. The **Serial number** can be confirmed after clicking the **Advanced** button. Click the **OK** button.

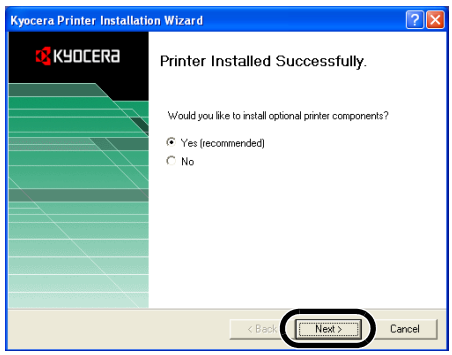
If **Serial number** is empty, USB port recognition has failed. Cancel the installation, switch the main power switch to off (O position), and begin again from Step 1.



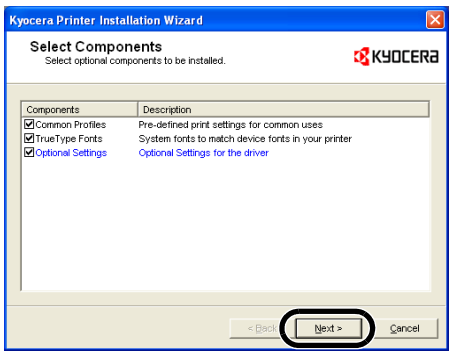
19 Confirm that the model name for this device is shown in **Printer name** and click the **Next** button.

Follow the remaining screen prompts to complete the installation.

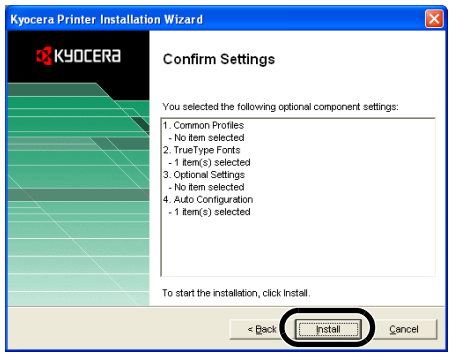
20 After completing the printer driver installation, install the optional printer components. Select **Yes** to install the components and click the **Next** button to proceed to the next step. Press **No** to skip installation, click the **Next** button and proceed to Step 23.



21 Select the desired items according to the screen prompts and click the **Next** button.

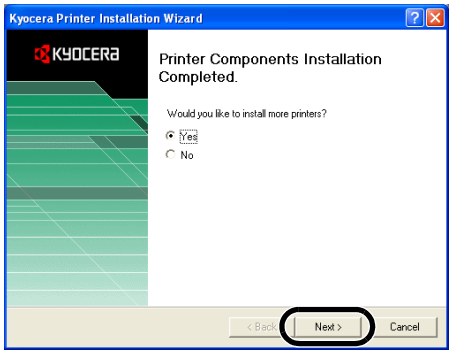


22 Confirm selection and click the **Install** button. The printer components will be installed.



23 To end the installation, select **No** and click the **Finish** button. To continue installing another printer driver, select **Yes** and click the **Next** button.

This concludes the printer driver installation. Depending on the operating system, the computer may prompt you to be restarted. If so, follow the display to reboot the computer.



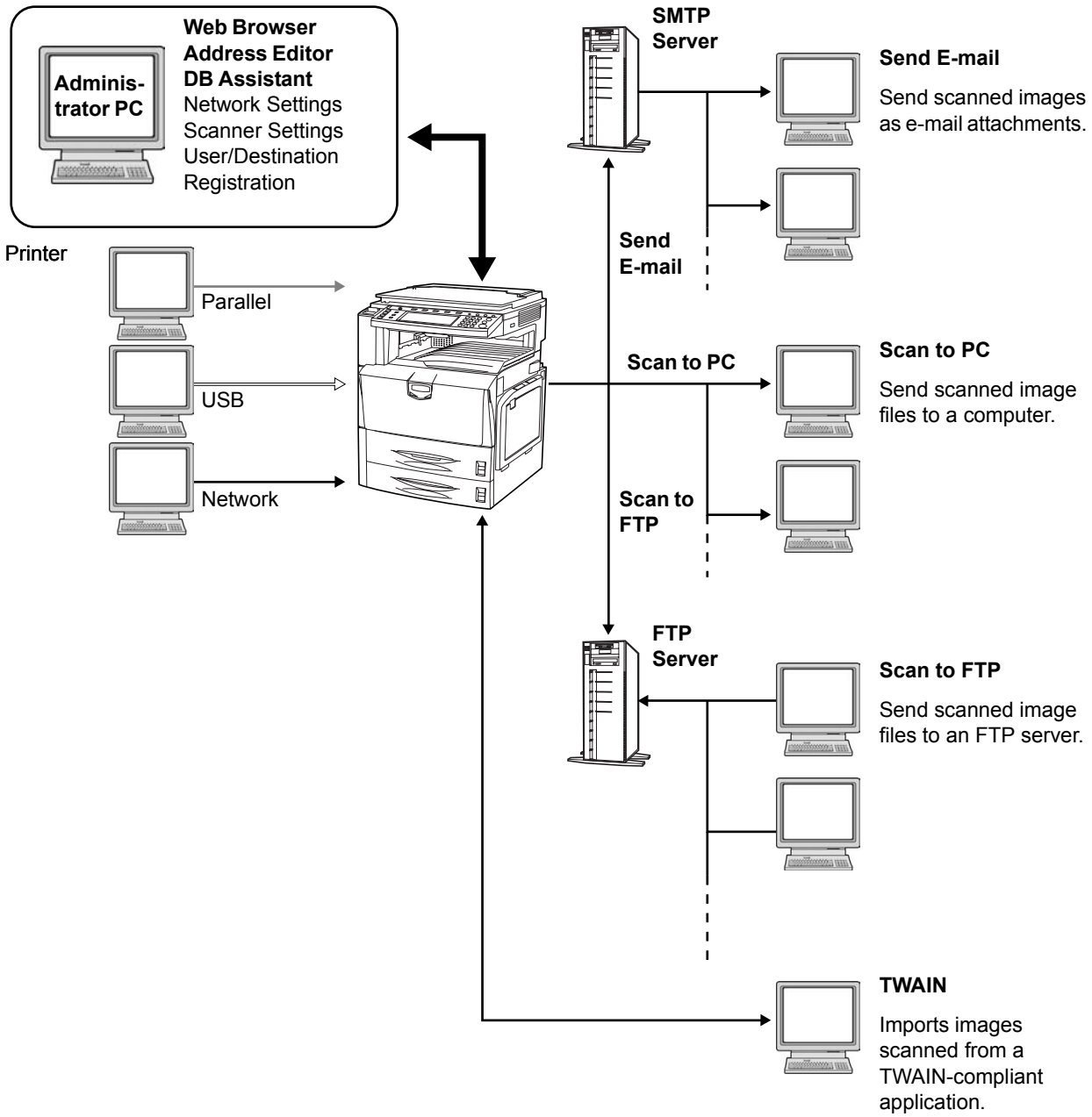
Preparing the Scanner

This section explains the necessary operations to prepare the scanner function.

Connecting to a Computer

Connection Example

Connect the scanner and computer with a network cable (10Base-T or 100Base-TX). Refer to *Connecting Cables* on page *2-21*.



Scanner Basic Settings

The network settings for this device must be configured before using the scanner feature. The setting items are as follows.

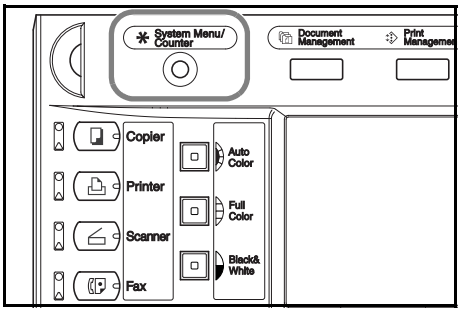
Configuration Item	Description
Host name	Input a scanner host name no longer than 32 characters.
IP address	Enter the scanner interface IP address in 'XXX.XXX.XXX.XXX' notation.
Subnet Mask	Enter the scanner subnet mask in 'XXX.XXX.XXX.XXX' notation.
Default Gateway	Enter the scanner default gateway in 'XXX.XXX.XXX.XXX' notation.
DHCP/BOOTP	Set DHCP and BOOTP to either [Valid] or [Invalid]. The default setting is [Valid].
RARP	Set RARP to either [Valid] or [Invalid]. The default setting is [Valid].
DNS Server (primary)	For sending data using host names in environments that have DNS servers available, enter the primary DNS server IP address in this field in 'XXX.XXX.XXX.XXX' notation.
DNS Server (secondary)	Enter the secondary DNS server IP address in 'XXX.XXX.XXX.XXX' notation.
DNS Domain name	Enter the domain name in less than 64 characters.
WINS Server (primary)	To use WINS (Windows Internet Name Service) to resolve computer names from IP addresses, enter the primary WINS server IP address in 'XXX.XXX.XXX.XXX' notation.
WINS Server (secondary)	Enter the secondary WINS server IP address in this field in 'XXX.XXX.XXX.XXX' notation.
SMTP	Enter into this field the SMTP server host name or IP address in 'XXX.XXX.XXX.XXX' notation.
DB Assistant	Enter the IP address or hostname (under 32 characters) of the computer with DB Assistant installed.
Administrator's E-mail ad	Enter the administrator e-mail address. Scanner status log files and error reports will be via e-mail to this address.

IMPORTANT: E-mail cannot be sent if the *SMTP* and *Administrator's E-mail ad* are not properly set.

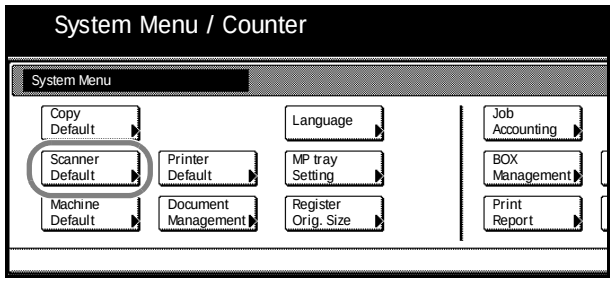
NOTE: Set the IP address according to the operating environment. Obtain this address from your network administrator.

Scanner basic settings may be also configured from a computer using a web browser.

1 Press the **System Menu/Counter** key.



2 Press [Scanner Default].



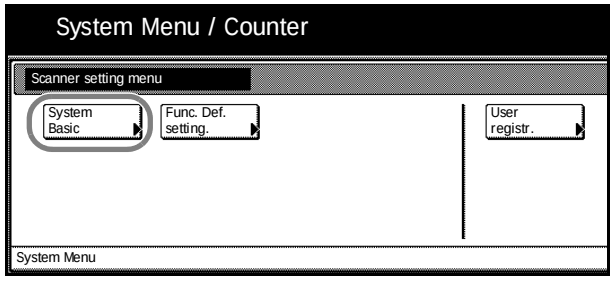
3 Use the numeric keys to enter the 4 digit management code. The default setting is 2500 for the 25/20 ppm model and 3200 for the 32/25 and 32/32 ppm models.

If the correct management code has been entered, the *Scanner setting menu* screen will be displayed.

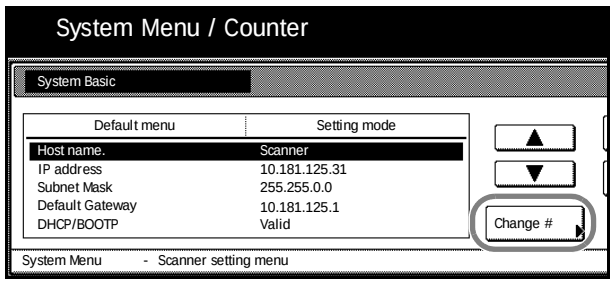
NOTE: If the optional security kit has been installed, the management code is 8 digits long. The default setting is 25002500 for the 25/20 ppm model and 32003200 for the 32/25 and 32/32 ppm models.

4 Press [System Basic].

NOTE: If *Unable to use scanner* is displayed, return to the *System Menu* screen, and after waiting (about 2 minutes), press [System Basic] again.



5 Press [▲] or [▼] to select *Host name* and press [Change #].



6 Input the host name and press [End]. The host name is saved and the *System Basic* screen is displayed.

7 Refer to Steps 5 - 6 to continue setting other items.

8 Press [Close] after all settings are complete. *Scanner setting menu* screen is displayed.

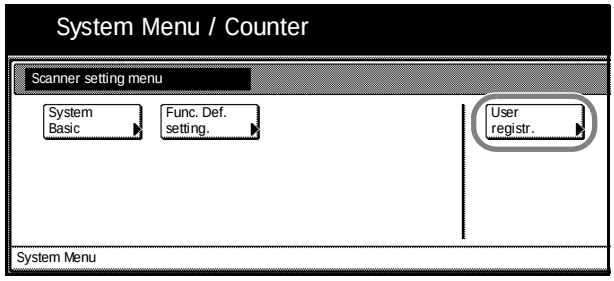
Registering User Information

Please register a user. The setting items are as follows.

Configuration Item	Description
E-mail address	For Send E-mail, mail will be sent to this address when recipients reply to the received mail. Also, transmission error notifications will be sent to this address.
IP address or host name	When selecting Scan to PC as the destination, select *Save to User PC* to send a graphic image to the computer at this address.
Name to display	Username shown during user selection. This value must be entered.
User password	Input a password less than 8 characters long (numerals only) to be input during user selection. (Password entry is optional)
Save folder No.	Folder number to specify as destination when *Save to User PC* is selected. Use Scanner File Utility to set the folder corresponding to this number. Input a 3 digit number (from 001-100). Only one save location folder number may be registered here.

1 Continue the process *Scanner Basic Settings* on page *2-32* for 1 to 3.

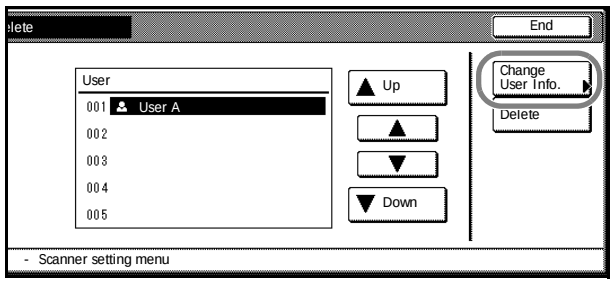
2 Press [User registr.] ([User register]).



3 Press [▲] or [▼] to select the user number to register and press [Change User Info.].

To correct an already registered user, press [▲] or [▼] to select the user to correct and press [Change User Info.].

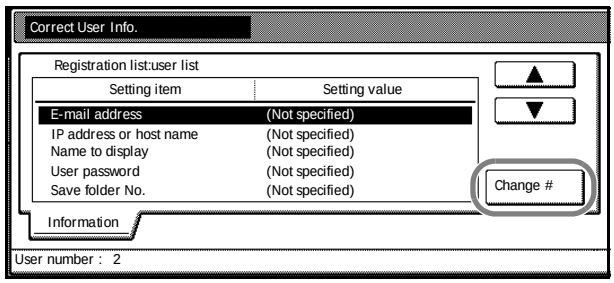
If a user password has been set, enter the password.



NOTE: To delete a registered user, press [▲] or [▼] to select the user to delete and press [Delete].

4 Press [▲] or [▼] to select the item to configure and press [Change #].

Continue to follow the screen instructions.



Modifying Common Address Book

Register a destination in the common address book.

E-Mail Common Address Book ... address book used when sending e-mail attachments

Scan to PC Common Address Book ... address book used to directly send to recipient computer

FTP Common Address Book ... address book used to send data to an FTP server

NOTE: New addresses may also be registered.

A web browser can also be used to make additions to the Common Address Book.

Use Address Editor to add entries to the E-Mail Common Address Book and the Scan to PC Common Address Book.

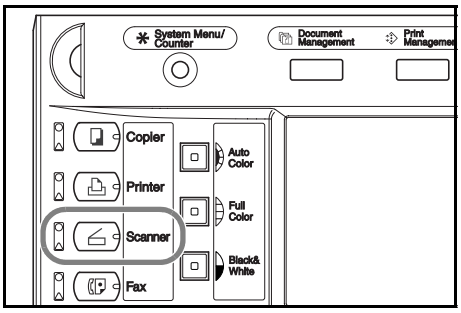
E-Mail Common Address Book and *Scan to PC Common Address Book* registration fields are as follows.

Configuration Item	Description
E-mail address	For Send E-mail, sends graphic image as an e-mail attachment to this address.
IP address or host name	For Scan to PC, sends graphic image data to the computer at this address.
Name to display	Configure the destination name to be displayed in the Address Book.
Save folder No.	For Scan to PC, the folder number set as the destination. Set the folder corresponding to this number with the Scanner File Utility on the destination computer.
Add dest.	For group registration, add the destination to be added to the group from the Common Address Book.

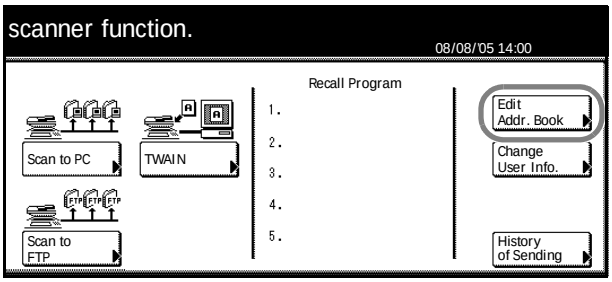
The configuration items for the *FTP Common Address Book* are as follows.

Configuration Item	Description
IP address or host name	Graphic images are sent to the FTP server at this address.
Name to display	Configure the destination name to be displayed in the Address Book.
Port	Enter the port number for the FTP server. (Usually 21)
Path	Enter the path to the folder to which you wish to upload. For example, to save to a ScanData folder in the home directory, input ScanData. Data will be saved to the home directory if nothing is input.
User Name & Password	Input the user name and password used to logon to the FTP server. This item is displayed if *Skip Auth. info Input* is set to [On].
Skip Auth. info Input	If set to [On], users are not prompted for user name and password when sending. To set to [On], register *User Name & Password*.

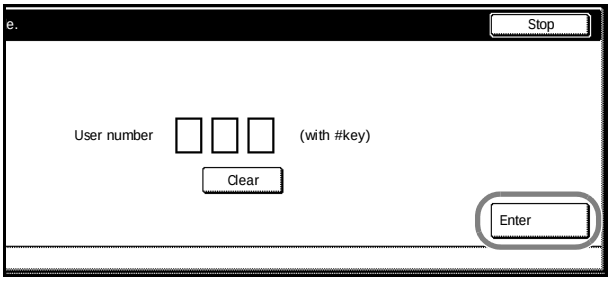
1 Press the **Scanner** key.



2 Press [Edit Addr. Book].



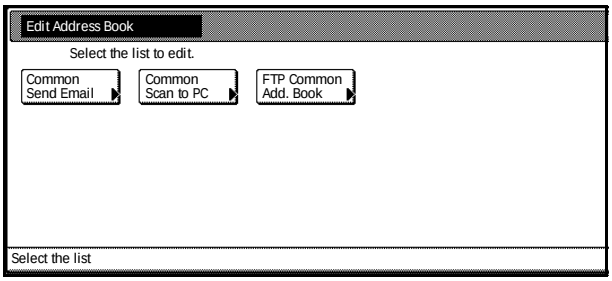
3 Input the sending user's user number and press [Enter].



NOTE: Input the user number registered during user registration. For example, in the screen shown in the process on page *2-34* for Step 3, the user number for *User A* is '001'.

If a password was set during user registration, enter that password.

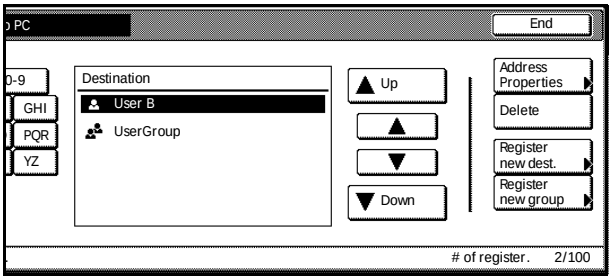
4 Select the Common Address Book you wish to edit.



5 To add a destination, press [Register new dest.] and go to Step 6.

To add a group, press [Register new group] and go to Step 7.

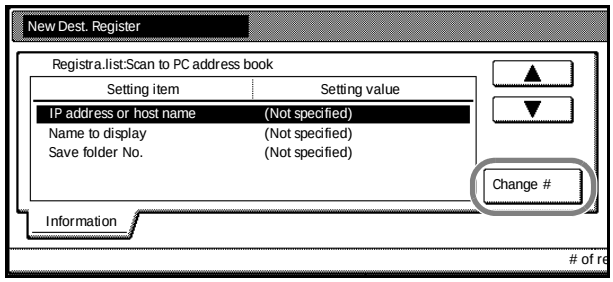
To edit a destination that already exists or to add a destination to a group, press [▲] or [▼] to select the destination you wish to modify and press [Address Properties] ([Correct Dest. Info]) and make the modifications.



To delete a registered destination, press [▲] or [▼] to select the destination and press [Delete].

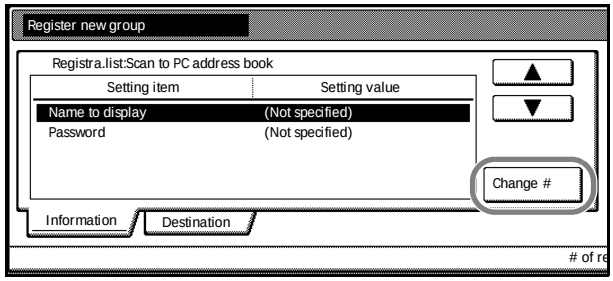
6 Destination Registration

Select the item to be configured using [▲] or [▼] and press [Change #]. The settings configuration screen is displayed. Follow the screen instructions to make the changes. When done, press [Complete entering] to save the destination.



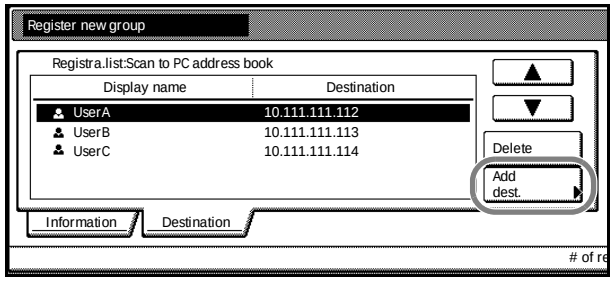
7 Group Registration

Press [Information], press [▲] or [▼] to select the item to be configured and press [Change #]. The settings configuration screen is displayed. Follow the screen instructions to make the changes.



Press [Destination] and press [Add dest.]. The destination registration screen is displayed. Press [▲] or [▼] to select the destination to be added and press [Add].

When done, press [Complete entering] to save the group.



NOTE: Perform destination registration before group registration. Destinations will not be shown in the list until destinations have been registered.

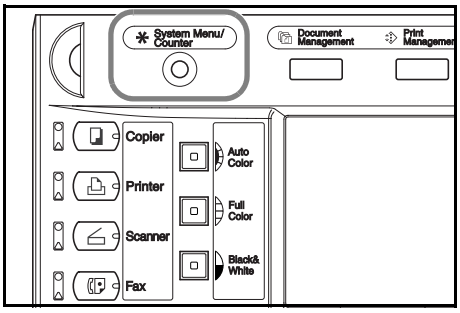
Group registration is not possible for Scan to FTP.

Configuring Date/Time and Time Difference

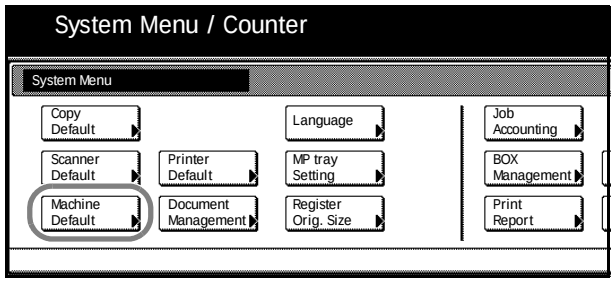
Configure the necessary regional information for the e-mail sending functionality.

The time the e-mail was sent from the scanner will be recorded as the transmission time in the e-mail header. Follow the steps below to set the date, current time and time difference from GMT (Greenwich Mean Time).

1 Press the **System Menu/Counter** key.



2 Press [Machine Default].



3 Use the numeric keys to enter the 4 digit management code. The default setting is 2500 for the 25/20 ppm model and 3200 for the 32/25 and 32/32 ppm models.

If the correct management code has been entered, the *Machine Default* screen will be displayed.

NOTE: If the optional security kit has been installed, the management code is 8 digits long. The default setting is 25002500 for the 25/20 ppm model and 32003200 for the 32/25 and 32/32 ppm models.

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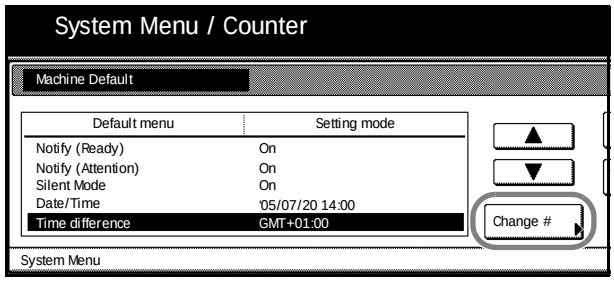
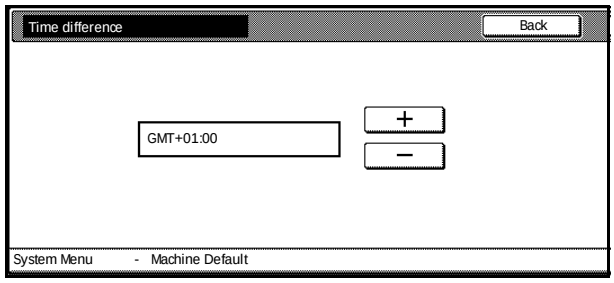
4 Press [▲] or [▼] to select *Time difference* and press [Change #].



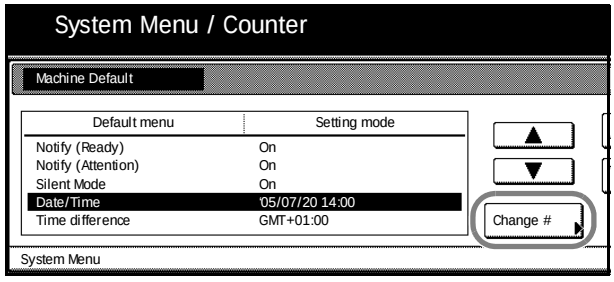
5 Press [+] and [–] to set the time difference.

Example: Washington - GMT-5:00, London - GMT 0:00

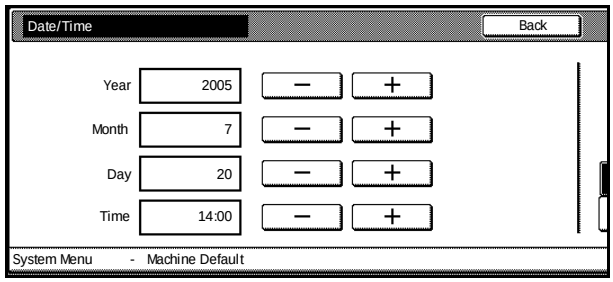


6 Press [Close]. Settings are saved.

7 Press [▲] or [▼] to select *Date/Time* and press [Change #].



8 Press [+] and [–] to set the time and date.



NOTE: Set the date and time after setting the time difference.

Daylight savings time is disabled if daylight savings time and time/date are changed at the same time.

9 Press [Close]. Settings are saved.

Installing the Scanner Utilities

The CD-ROM contains the following utilities for this scanner system.

- Scanner File Utility
- Address Book for Scanner
- Address Editor (Administrator Tool)
- DB Assistant (Administrator Tool)
- TWAIN Source

The following procedures are based on a Windows XP installation, but the same procedure may be followed to install on other Windows operating systems.

1 Start up Windows.

Close any other running applications.

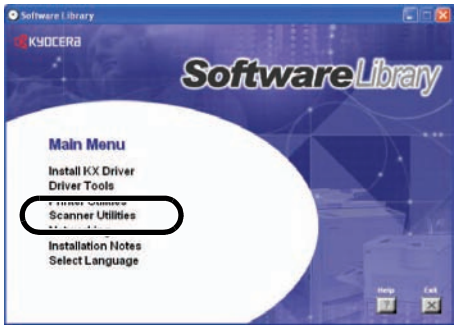
2 Insert the included Software Library CD-ROM into the CD-ROM drive.

A usage agreement is displayed. Click the **Accept** button to accept the agreement terms. The **Main Menu** screen is displayed.

If the screen is not displayed even after loading the CD-ROM, open the CD-ROM drive letter and double-click on the **setup.exe** file shown in the window.

KYOCERA
SoftwareLibrary
License Agreement
By using or installing the device drivers and Software included on this CD-ROM, you agree to become bound by the terms and conditions of this License Agreement. Please open and read.
View License Agreement
Accept

3 Click on **Scanner Utilities**.



4 Click on the name of the utility you would like to install.

The installation screen for the utility is displayed. Follow the screen prompts to perform the installation.

Using the Scanner File Utility

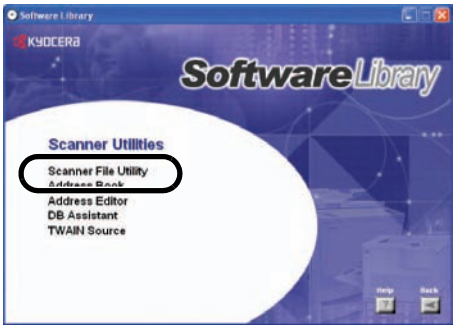
This section explains the necessary software installation and configuration steps to use the Scanner File Utility to use the Scan to PC functionality.

Installing Scanner File Utility

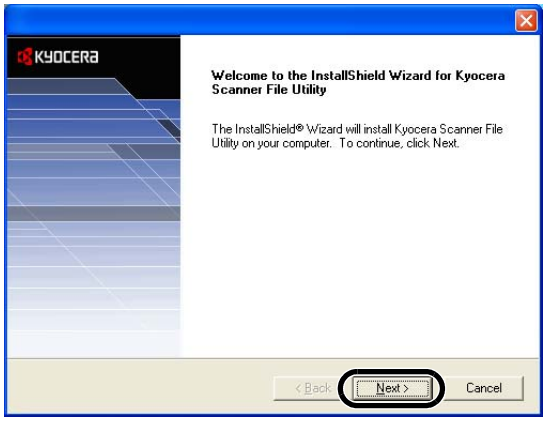
This section explains how to install the Scanner File Utility.

1 Display the **Scanner Utilities** screen, referring to Steps 1-3 of *Installing the Scanner Utilities* on page *2-39*.

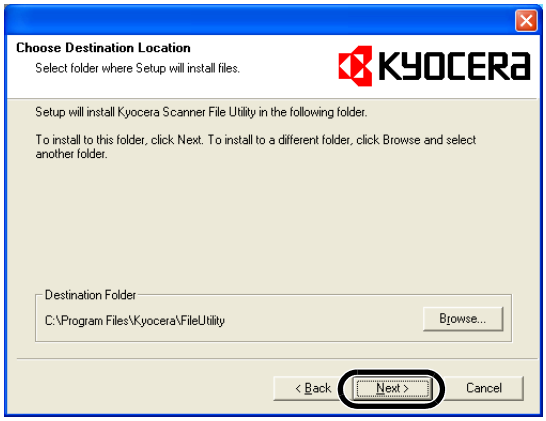
2 Click on **Scanner File Utility**.



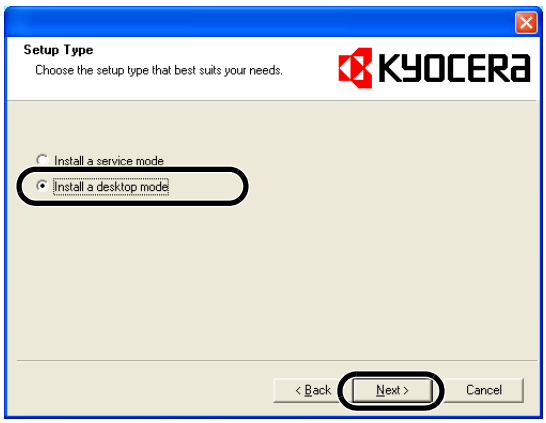
3 Click the **Next** button.


KYOCERA
Welcome to the InstallShield Wizard for Kyocera Scanner File Utility
The InstallShield® Wizard will install Kyocera Scanner File Utility on your computer. To continue, click Next.
< Back
Next >
Cancel

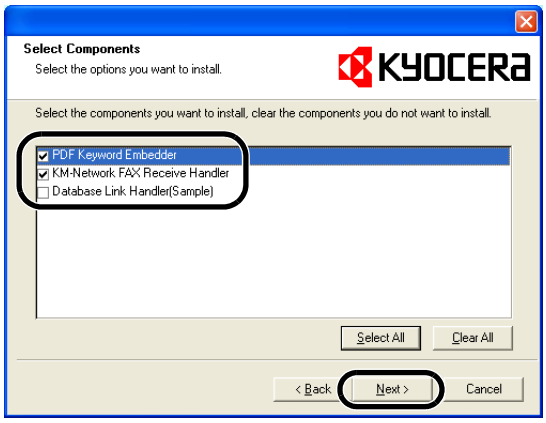
4 Confirm the installation directory and click the **Next** button.


Choose Destination Location
Select folder where Setup will install files.
KYOCERA
Setup will install Kyocera Scanner File Utility in the following folder.
To install to this folder, click Next. To install to a different folder, click Browse and select another folder.
Destination Folder
C:\Program Files\Kyocera\FileUtility
Browse...
< Back
Next >
Cancel

5 Select **Install a desktop mode** and click the **Next** button.

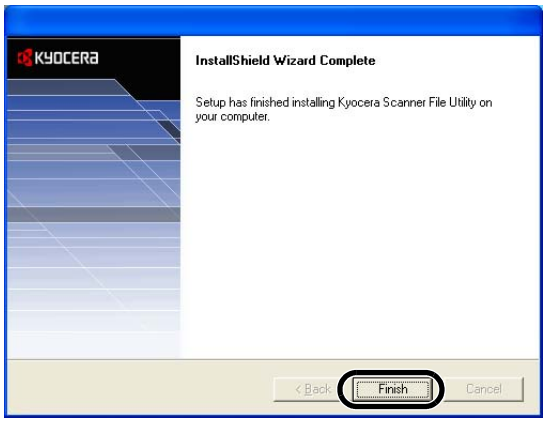


6 Select the components to install and click the **Next** button.


Select Components
Select the options you want to install.
KYOCERA
Select the components you want to install, clear the components you do not want to install.
PDF Keyword Embedder
KM-Network FAX Receive Handler
Database Link Handler(Sample)
Select All
Clear All
< Back
Next >
Cancel

7 Click the **Next** button.

8 Click the **Finish** button.



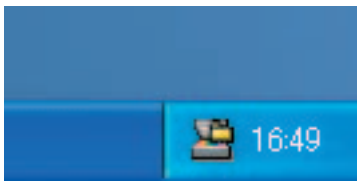
Registering File Save Folders

Specify in Scanner File Utility which folders to use to save scanned documents.

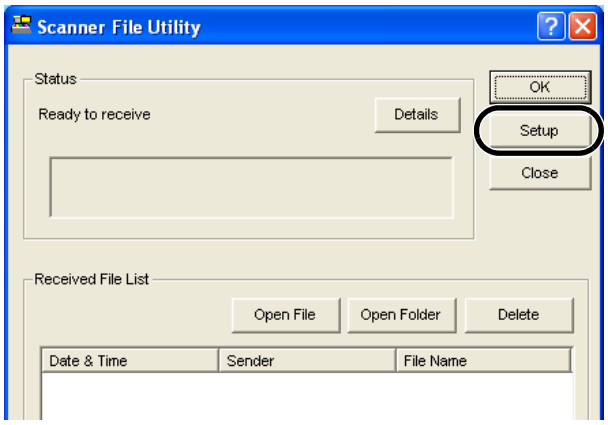
NOTE: The following explanation is based on a Desktop Mode installation of Scanner File Utility.

1 Launch the Scanner File Utility by clicking on the **start** Menu and clicking **Programs** → **Scanner User Software** → **Scanner File Utility**.

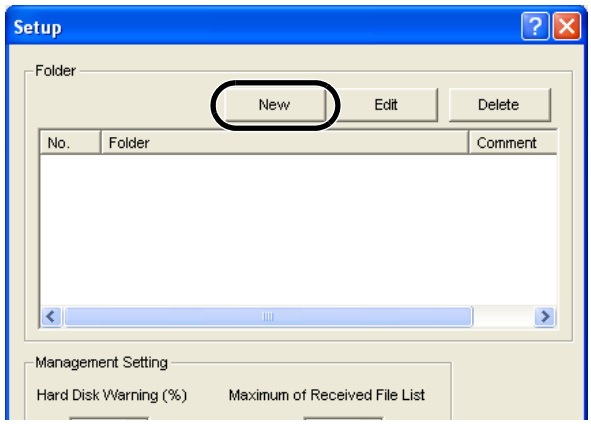
2 Double-click the Scanner File Utility icon shown in the taskbar to show the start dialog box.



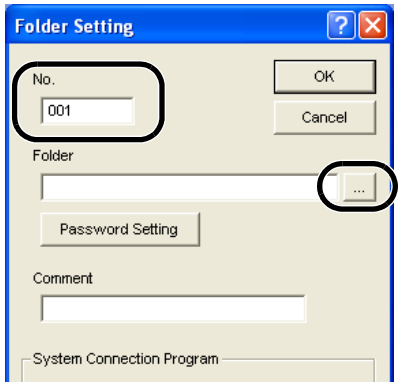
3 Click the **Setup** button.



4 Click the **New** button.



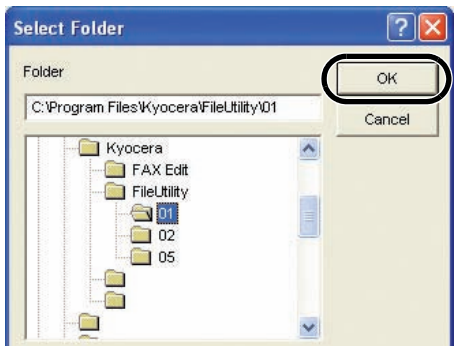
5 Input the file save folder number in the **No.** column and click the **...** button.



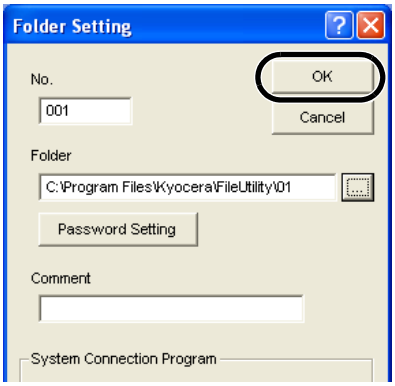
NOTE: Input a number (from 1-100) for the file save folder **No.** column.

Enter the file save folder number from the **No.** column (**001** in this example) into **Save Number** in Step 5 of *Setting from a Web Browser* on page *2-44*.

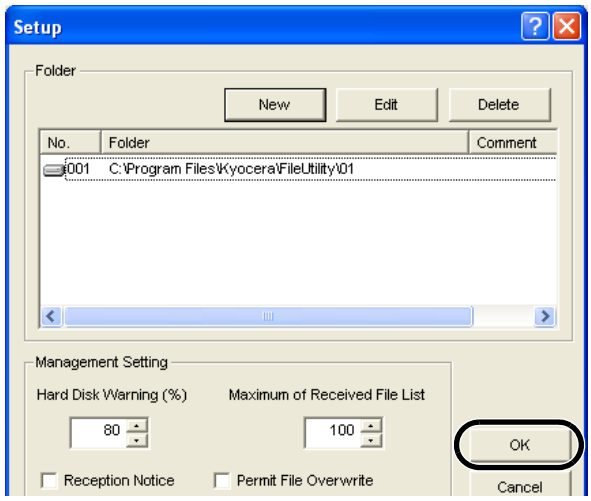
6 Choose a folder and click the **OK** button.



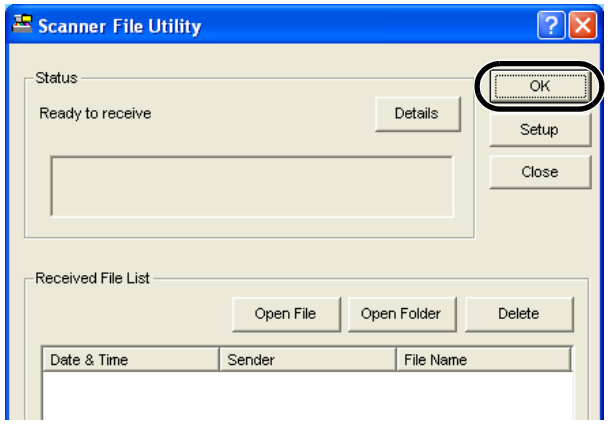
7 Click the **OK** button.



8 The save folder is registered. Click the **OK** button.



9 Click the **OK** button.



Setting from a Web Browser

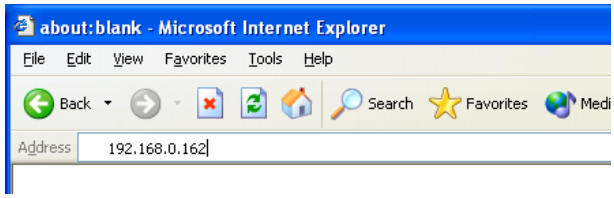
Register users into this device using a web browser.

NOTE: The network configuration for this device must be done before performing this setting. Contact your system administrator.

This function is not available during scanning. Verify that the scanner function is not in use before configuring.

1 Start Internet Explorer or another web browser.

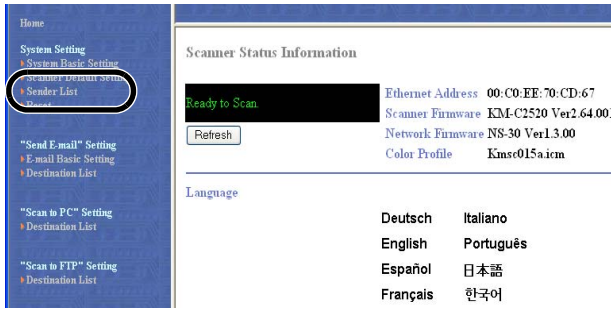
2 Input the device's IP address into the web browser's address bar and press the Enter key on the your keyboard.



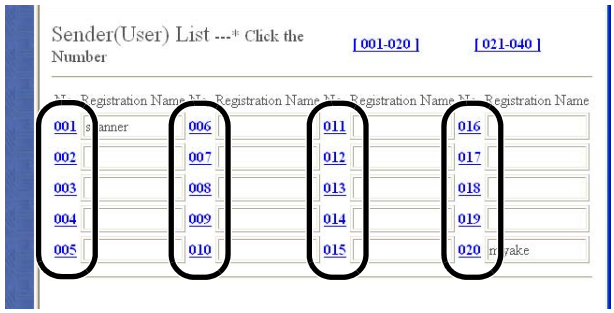
NOTE: Check with your administrator for the device IP address.

Please note that the IP address set for scanning functionality and the IP address set for printing functionality are different.

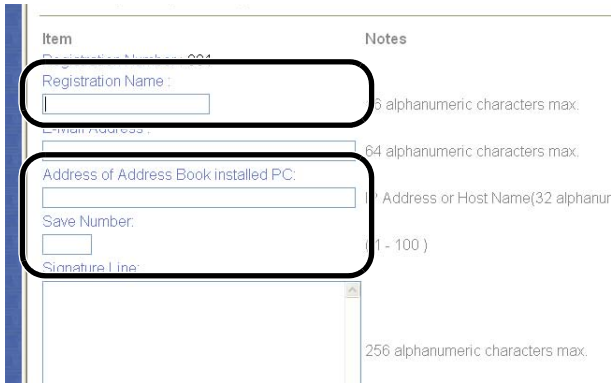
3 Click on **Sender List**.



4 Click on the number of the Sender (User) List to register.



5 Input the **Registration Name**, **Address of Address Book installed PC**, and **Save Number**.



NOTE: For **Address of Address Book installed PC**, enter the address of the computer on which Scanner File Utility is installed.

For **Save Number**, enter the file save folder number you entered in the **No.** column in Step 5 of *Registering File Save Folders* on page *2-41*.

6 Click the **Registration** button.

NOTE: Be sure to click the **Registration** button. Settings are not saved if you change screens or close the browser window without pressing **Registration**.

After the above settings have been completed, scanned images can be sent to user PCs (computers registered in the Sender list) using Scan to PC.

To send to destinations other than User PCs, register the destination using a web browser, the Address Editor, or Address Book for Scanner.

3 Basic Operation

This chapter explains the following operations.

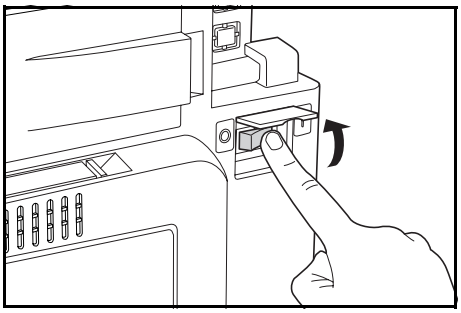
- Basic Copying Procedures...3-2
- Selecting Image Quality...3-5
- Adjusting Exposure...3-6
- Reducing/Enlarging...3-7
- Duplex Mode...3-11
- Split Mode...3-14
- Sort Mode...3-16
- Interrupt Copy...3-17
- Job Reservation...3-18
- Canceling a Print Job...3-19
- Scanner Operation...3-20
- Low-Power Mode...3-35
- Sleep Mode...3-36

Basic Copying Procedures

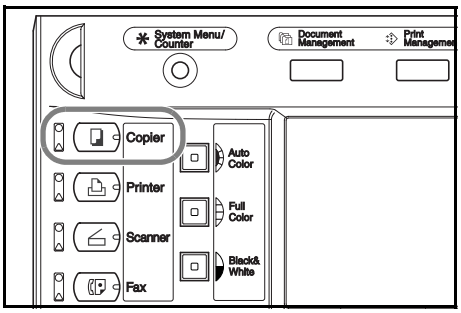
Follow the steps as below for basic copying.

1 Open the main power switch cover and move the main power switch to on (| position).

After warm-up is complete, the **Start** key's **Start** indicator will glow green.

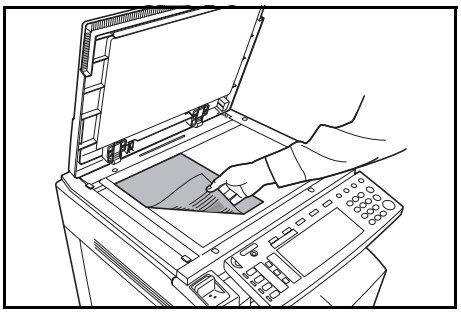


2 Press the **Copier** key.

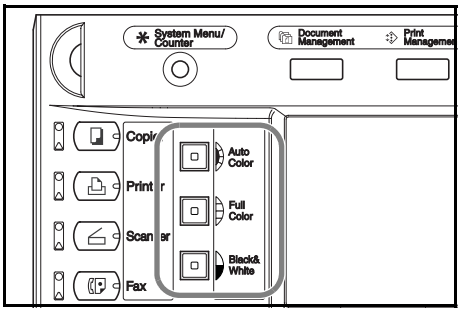


3 Place the original.

NOTE: Refer to *Placing Originals* on page *2-16* for original placement instructions.

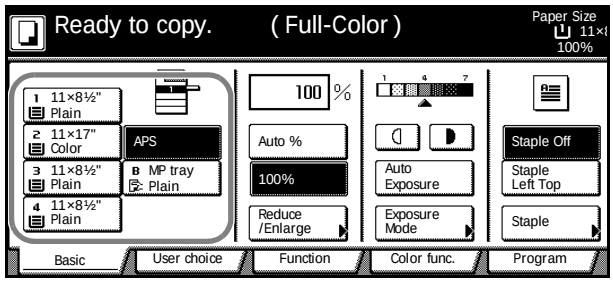


4 Press the **Auto Color**, **Full Color** or **Black&White** key to select a color mode.

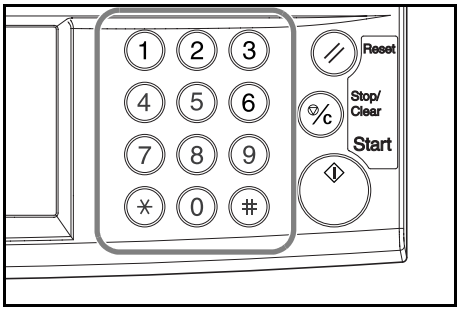


Color Mode	Description
Auto color mode	Automatically detects color and black and white originals and copies color originals in color and black and white originals in black and white.
Full Color mode	Copies all originals in full color.
Black and White mode	Copies all originals in black and white.

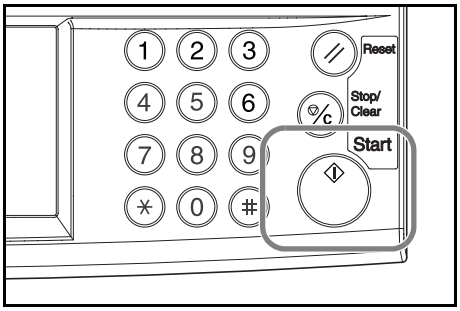
5 Confirm that [APS] is selected. In this mode, paper that matches the size of the originals will be selected automatically. To change the paper size, press the desired paper size to select the paper source.



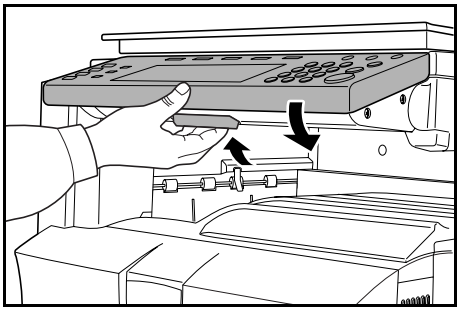
6 Use the numeric keys to enter the copy quantity. You can specify up to 999 copies.



7 Press the **Start** key.

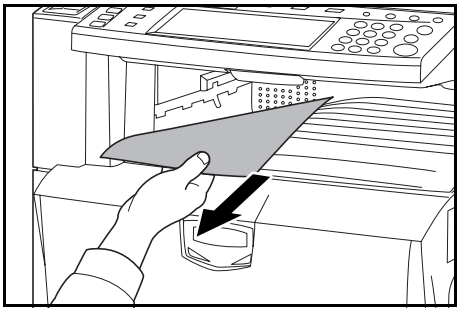


NOTE: Adjust the angle of the operation panel by pulling the operation panel lower lever.



8 Remove the finished copies from the output tray.

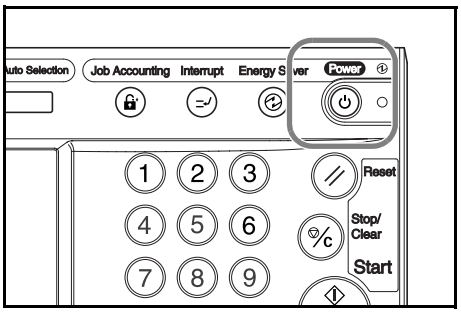
The output tray can hold up to 250 sheets of standard paper (80 g/m^2). However, the actual capacity varies depending on the type and condition of the paper.



Turning off the main power switch

Press the **Power** key on the operation panel, and after verifying the **Power** indicator has gone off, switch off the main power switch. Switching off the main power switch before pressing the **Power** key may cause damage to the internal hard disk.

If the optional fax kit is installed, when the main power switch is off (○ position), fax send/receive is disabled. To turn the power off, press the **Power** key on the operation panel.



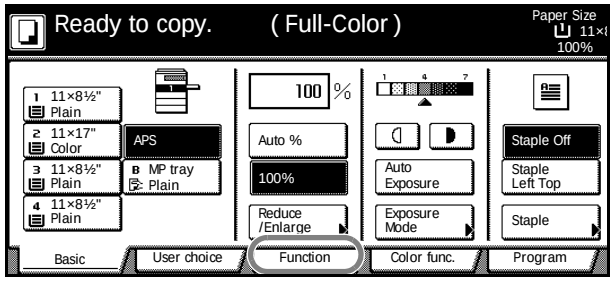
Selecting Image Quality

Choose the image quality suited to the type of original.

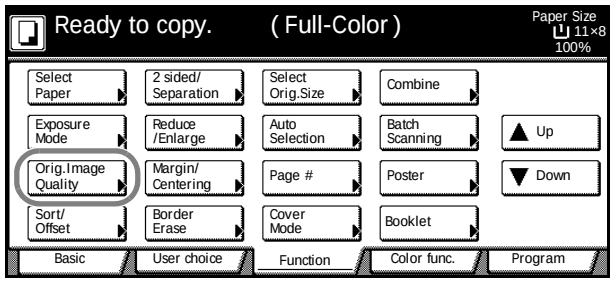
Image Quality	Description
Text+Photo	Appropriate for mixed text and photo originals.
Photo	Appropriate for photo originals taken with a camera.
Print	Appropriate for photo originals from magazines or printed media.
Text	Appropriate for document originals with large amounts of text.
Map	Appropriate for map originals.

1 Place the original.

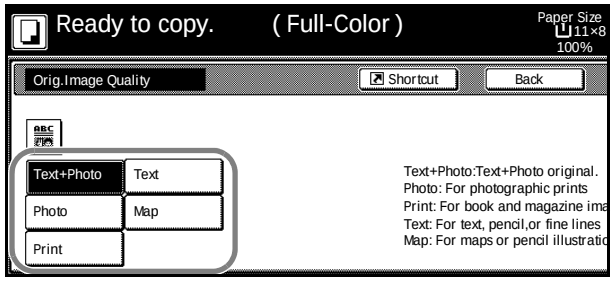
2 Press [Function].



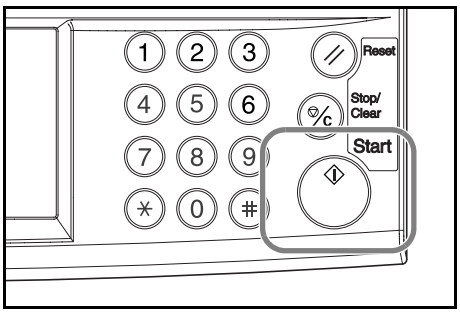
3 Press [Orig. Image Quality] ([Image Quality]).



4 Select the image quality.



5 Press the **Start** key. Copying begins.



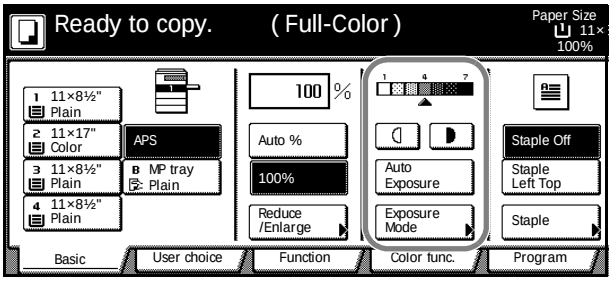
Adjusting Exposure

Adjust the exposure automatically or manually. The default setting is [Manual]. Follow the steps as below for Manual mode.

1 Place the original.

2 Press the exposure adjustment key (◑ / ◗) to adjust the exposure level.

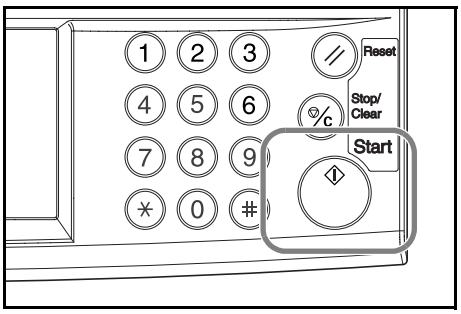
Press [Auto Exposure] to use Auto Exposure mode. The machine determines a suitable exposure level for copying. To change the exposure mode from [Auto] to [Manual], press the exposure adjustment key (◑ / ◗).



NOTE: Auto Exposure mode is only available for black and white copying. Also, copies will be made in Manual Exposure mode if the Auto Color mode detects a full color original.

3 Press the **Start** key. Copying begins.

NOTE: Press [Exposure Mode] to display the *Exposure Mode* screen. You can also adjust the exposure from this screen.



Reducing/Enlarging

Adjust the magnification to reduce or enlarge the original image.

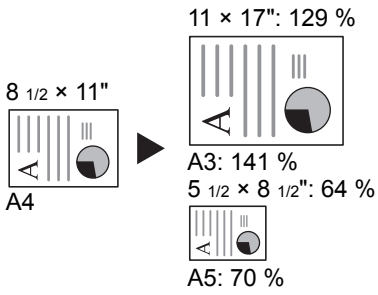
The following zoom modes are available.

- Auto Zoom – Automatically reduces or enlarges the original image suited to the selected paper size.
- Manual Zoom – Reduces or enlarges the original image in 1 % increments between 25 - 400 %.
- Preset Zoom – Reduces or enlarges at preset magnifications.
- XY Zoom – Independently adjust vertical and horizontal magnifications. Set zoom size in 1 % increments between 25 - 400 %.

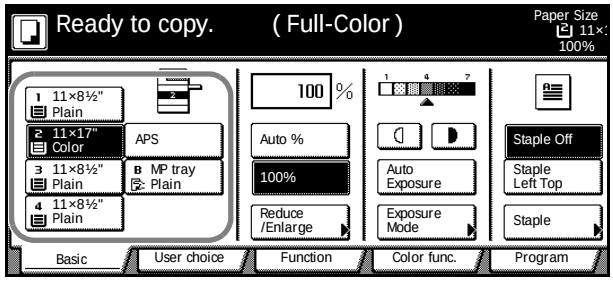
Auto Zoom

Automatically reduces or enlarges the original image suited to the selected paper size.

Follow the steps below to use auto zoom.

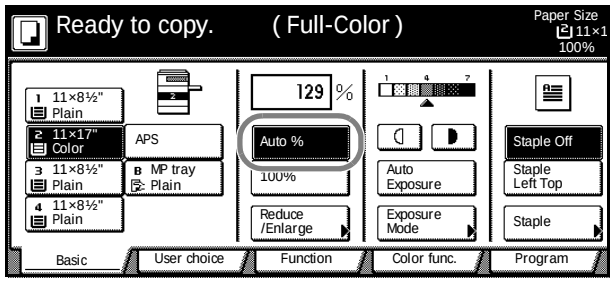


1 Place the original and select paper size.

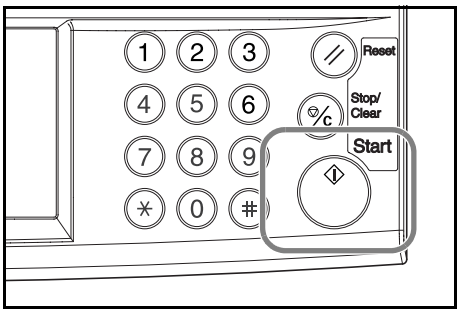


2 Press [Auto %].

The magnification will be displayed.



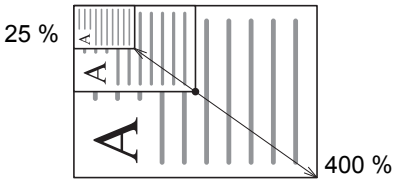
3 Press the **Start** key. The image will be automatically reduced or enlarged for copying onto the selected paper.



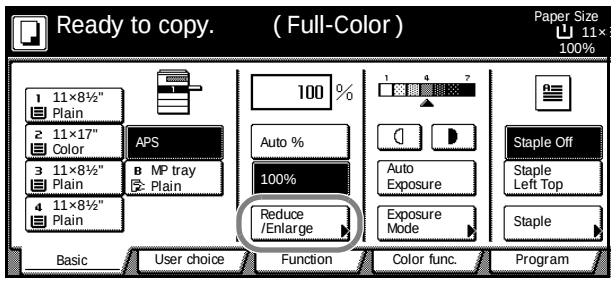
Manual Zoom

Reduces or enlarges the original image in 1 % increments between 25 - 400 %.

Follow the steps as below to use manual zoom.

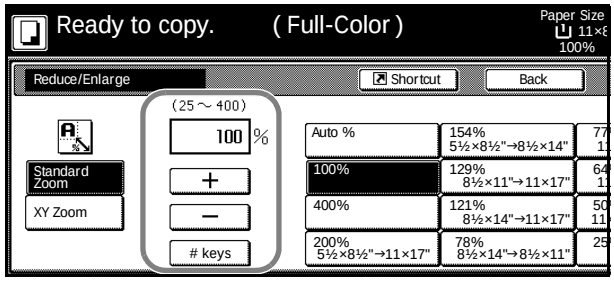


1 Place the original and press [Reduce/Enlarge].

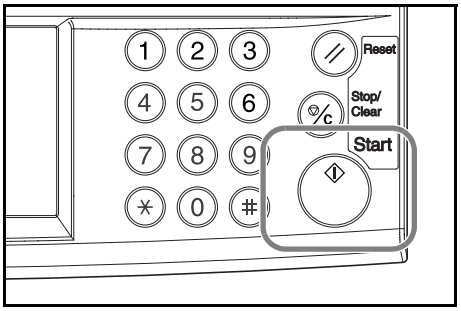


2 Press [+] and [–] to set the displayed magnification.

Press [# keys] ([#-Keys]) to enter with numeric keys.



3 Press the **Start** key. Copying begins.



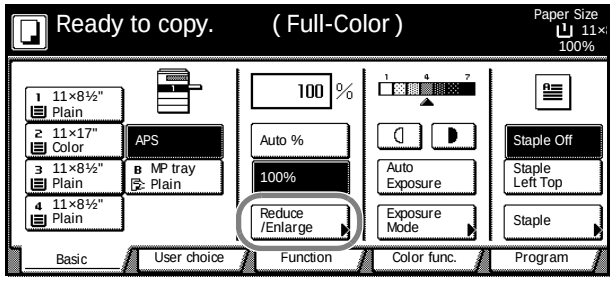
Preset Zoom

Reduces or enlarges at preset magnifications.

Model Type	Zoom Level
Inch models	200 % (5 1/2 × 8 1/2"→11 × 17"), 154 % (5 1/2 × 8 1/2"→8 1/2 × 14"), 129 % (8 1/2 × 11"→11 × 17"), 121 % (8 1/2 × 14"→11 × 17"), 78 % (8 1/2 × 14"→8 1/2 × 11"), 77 % (11 × 17"→8 1/2 × 14"), 64 % (11 × 17"→8 1/2 × 11"), 50 % (11 × 17"→5 1/2 × 8 1/2")
Metric models	200 % (A5→A3), 141 % (A4→A3, A5→A4), 127 % (Folio→A3), 106 % (11 × 15"→A3), 90 % (Folio→A4), 75 % (11 × 15"→A4), 70 % (A3→A4, A4→A5)
Metric models (Asia Pacific)	200 % (A5→A3), 141 % (A4→A3, B5→B4), 122 % (A4→B4, A5→B5), 115 % (B4→A3, B5→A4), 86 % (A3→B4, A4→B5), 81 % (B4→A4, B5→A5), 70 % (A3→A4, B4→B5)

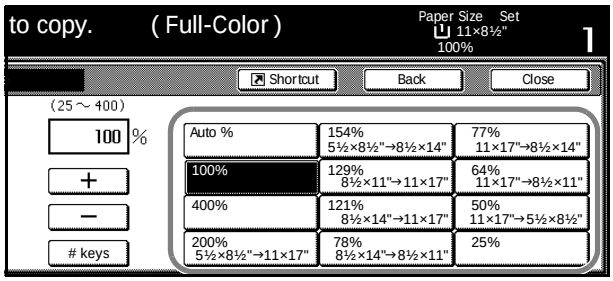
Follow the steps as below to use preset zoom.

1 Place the original and press [Reduce/Enlarge].

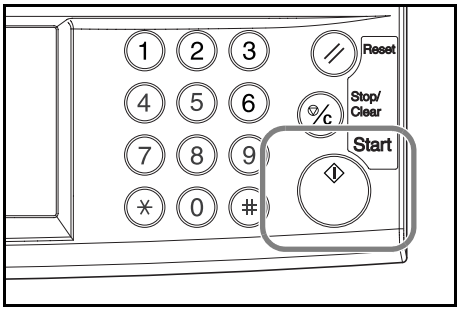


2 Select the magnification.

NOTE: You can also adjust the magnification in 1 % increments as desired by pressing [+] and [–].



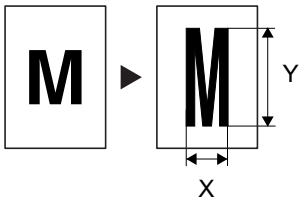
3 Press the **Start** key. Copying begins.



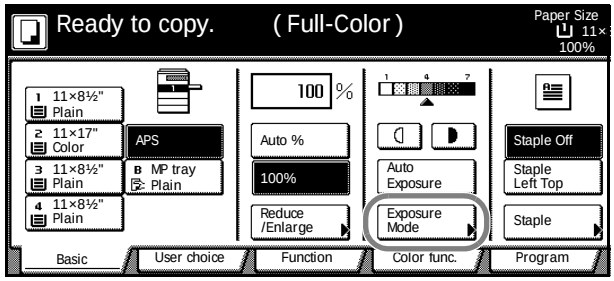
XY Zoom

Select vertical and horizontal magnifications individually. Set zoom size in 1 % increments between 25 - 400 %.

Follow the steps as below to use XY zoom.



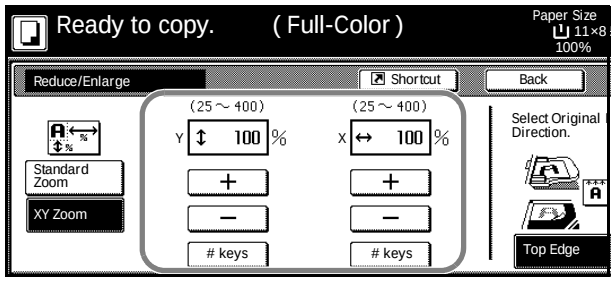
1 Place the original and press [Reduce/Enlarge].



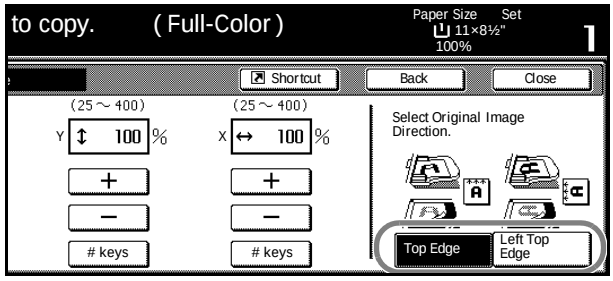
2 Press [XY Zoom].

3 Press [+] and [–] to set the *X* and *Y* zoom ratios.

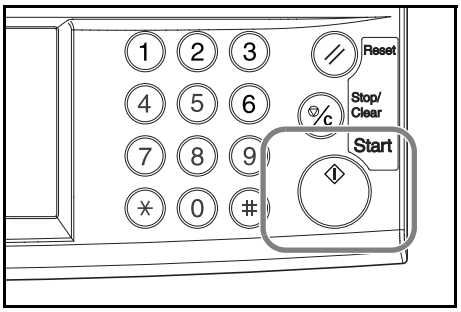
Press [# keys] ([#-Keys]) to enter with numeric keys.



4 Under *Select Original Image Direction*, select [Top Edge] ([Back Edge]) or [Left Top Edge] ([Left top corner]).

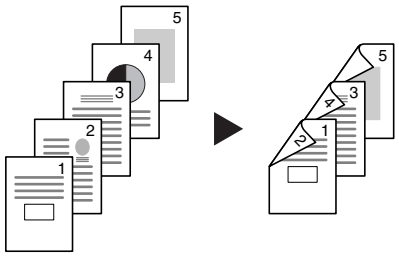


5 Press the **Start** key. Copying begins.



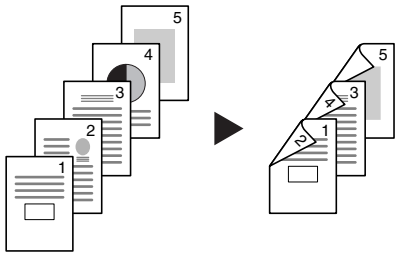
Duplex Mode

Use Duplex mode to create two-sided copies from a variety of originals, including facing pages (such as books or magazines) and two-sided originals.



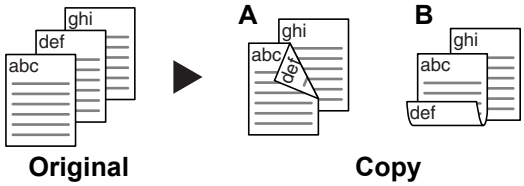
One-sided to Two-sided

Produces two-sided copies from one-sided originals. The back side of the last copied page will be blank for originals with an odd number of pages.



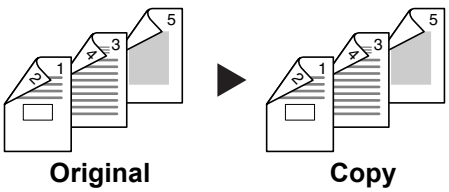
The following binding options are available.

- Original Left/Right Bind to Finish Left/Right Bind: Back side is copied with same orientation as front side. ...**A**
- Original Left/Right Bind to Finish Top Bind: Images are copied onto the back side rotated 180°. Pages of the copied document are in the same orientation if pages are flipped upward. ...**B**



Two-sided to Two-sided

Produces two-sided copies from two-sided originals.

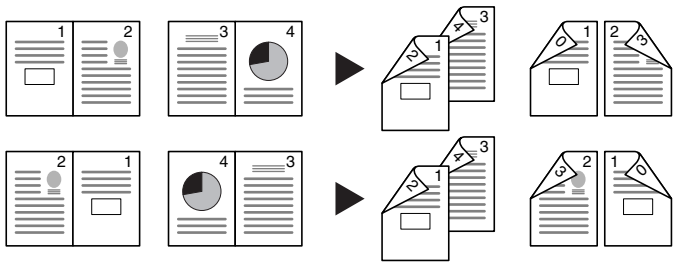


NOTE: This operation requires the optional document processor.

Supported paper sizes for Two-sided to Two-sided operation are: 11 × 17", 8 1/2 × 14", 11 × 8 1/2", 8 1/2 × 11", 5 1/2 × 8 1/2", 8 1/2 × 13", 8 1/2 × 13 1/2", A3, B4, A4, A4R, B5, B5R, A5R and Folio.

Book to Two-sided

Produces two-sided copies from originals such as books and magazines with facing pages.

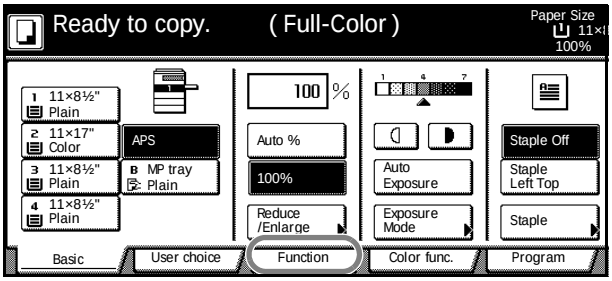


Original **Copy**

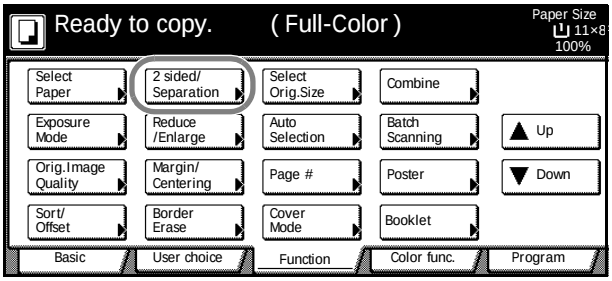
NOTE: Supported paper sizes for Book to Two-Sided operation are limited to: 11 × 17", 8 1/2 × 11", A3, B4, A4R, B5R, A5R, and 8K.

Follow the steps as below to use duplex copying.

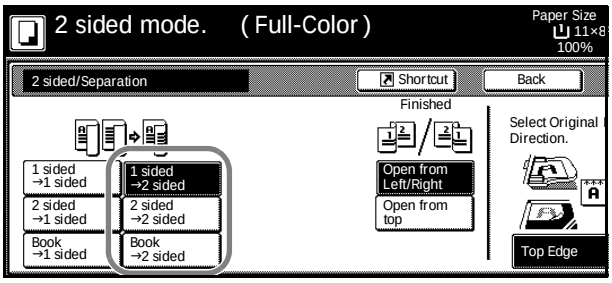
1 Press [Function].



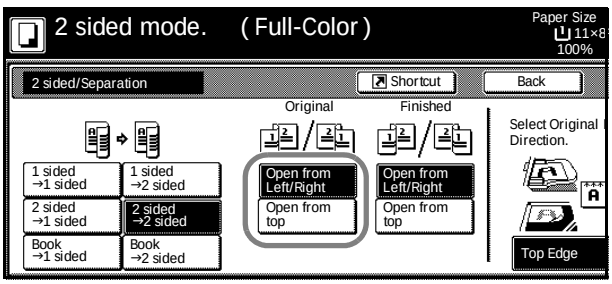
2 Press [2 sided/Separation] ([2-sided/Split]).



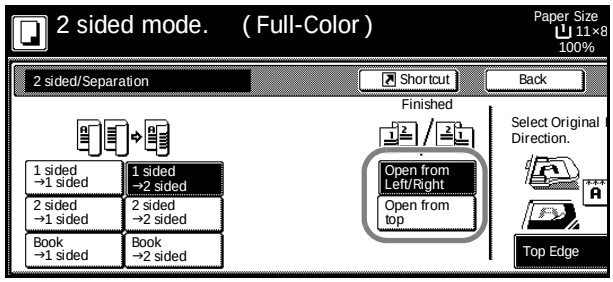
3 Select the desired Duplex mode.



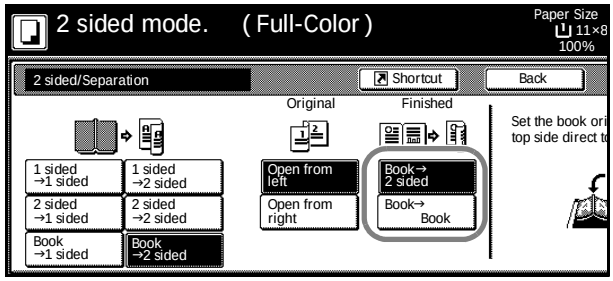
4 For [2 sided → 2 sided] ([2-sided → 2-sided]) or [Book → 2 sided] ([Book → 2-sided]), select the bind direction for *Original*.



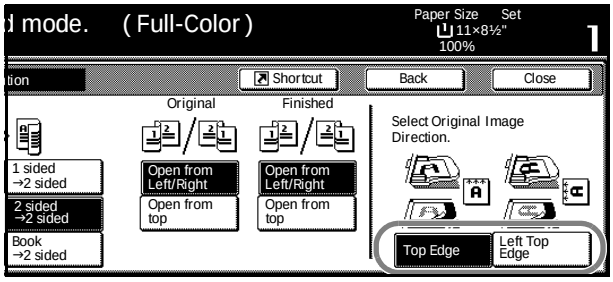
For [1 sided → 2 sided] ([1-sided → 2-sided]) or [2 sided → 2 sided] ([2-sided → 2-sided]), select the bind direction for *Finished*.



For [Book → 2 sided] ([Book → 2-sided]), set the copy page order for *Finished*.



For [1 sided → 2 sided] ([1-sided → 2-sided]) or [2 sided → 2 sided] ([2-sided → 2-sided]), set [Top Edge] ([Back Edge]) or [Left Top Edge] ([Left top corner]) from *Select Original Image Direction*.

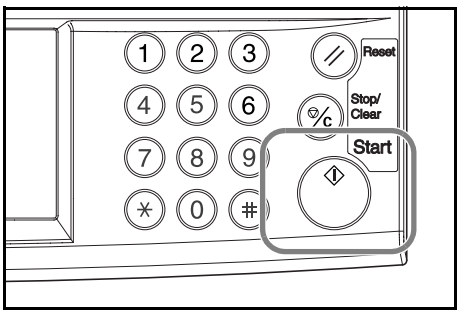


5 Place the original and press the **Start** key.

If the original has been placed on the optional document processor, copying begins automatically.

If the original is placed on the platen, *Scan next original(s)* is displayed. Place the next original page and press the **Start** key.

If all original pages have been scanned, press [Scanning finished]. Copying begins.

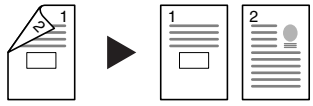


Split Mode

Use Split mode to create single-sided copies from two-sided originals or originals with facing pages (such as books or magazines) as follows.

Two-sided to One-sided

Copies each side of a two-sided original onto two individual sheets.



Original **Copy**

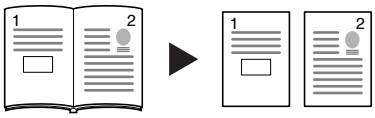
NOTE: This operation requires the optional document processor.

The following binding options are available.

- Open from Left/Right: The back side and front side of the original are copied with the same orientation.
- Open from top: The back side is copied rotated 180% from the orientation of the front side.

Book to One-sided

Copies each page of originals with facing pages (such as books or magazines) onto two individual sheets.



Original **Copy**

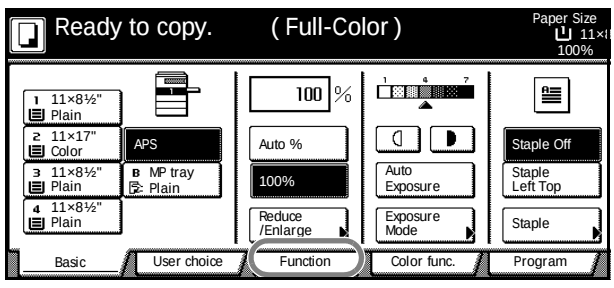
The following binding options are available.

- Open from left: Originals with facing pages are copied from left to right.
- Open from right: Originals with facing pages are copied from right to left.

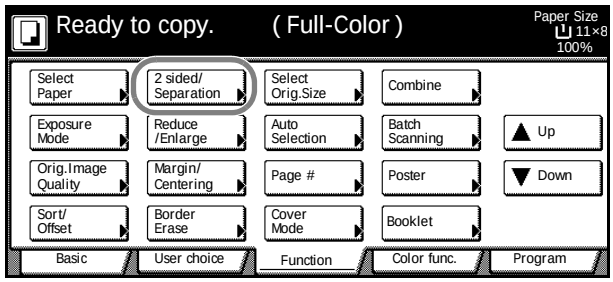
NOTE: Original sizes for split mode copy mode are limited to 11 × 17", 8 1/2 × 11", A3, B4, A4R, B5R and 8K. Paper sizes are limited to 11 × 8 1/2", A4, B5 and 16K. Change the paper size to fit the original to that size.

Follow the steps as below to use Split mode.

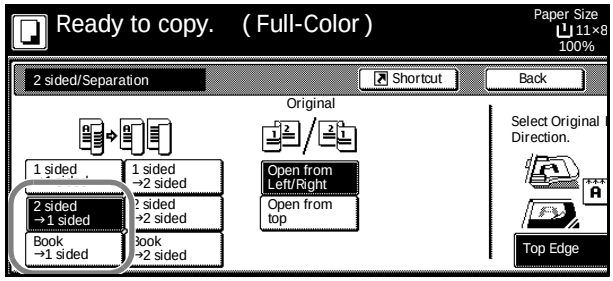
1 Press [Function].



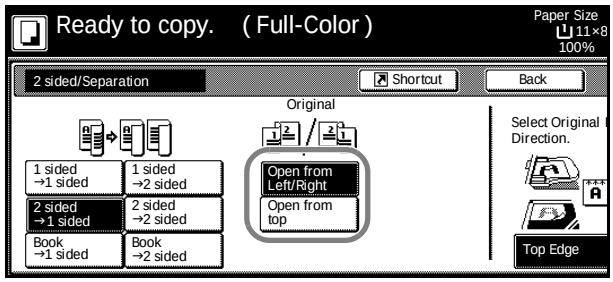
2 Press [2 sided/Separation] ([2-sided/Split]).



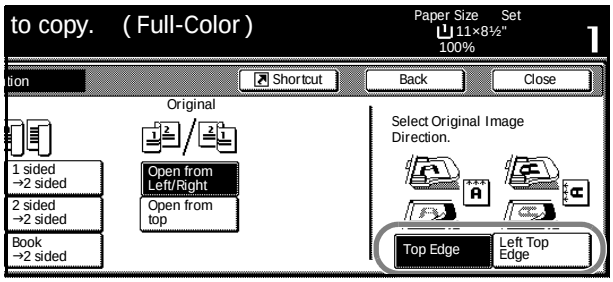
3 Select the desired Split mode.



4 Specify the binding in the *Original* section.



5 When [2 sided → 1 sided] ([2-sided → 1-sided]) is selected, select [Top Edge] ([Back Edge]) or [Left Top Edge] ([Left top corner]) for *Select Original Image Direction*.

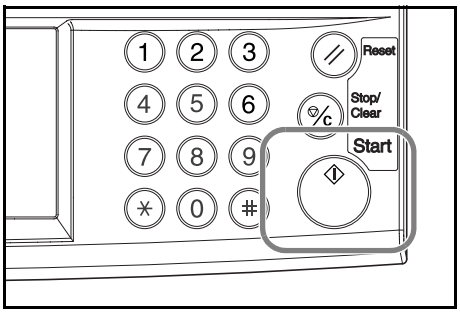


6 Place the original and press the **Start** key.

If the original has been placed on the optional document processor, copying begins automatically.

If the original is placed on the platen, *Scan next original(s)* is displayed. Place the next original page and press the **Start** key.

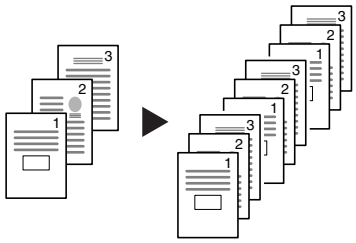
If all original pages have been scanned, press [Scanning finished]. Copying begins.



Sort Mode

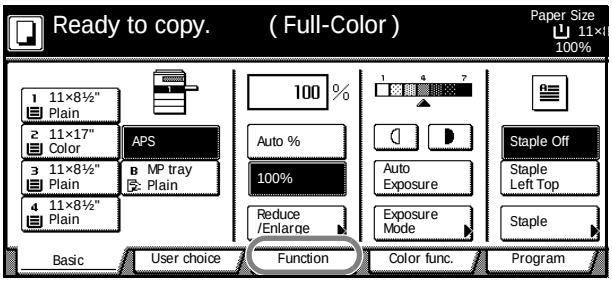
Scans multiple originals to deliver complete sets of copies as required according to page number.

Follow the steps as below to use Sort mode.

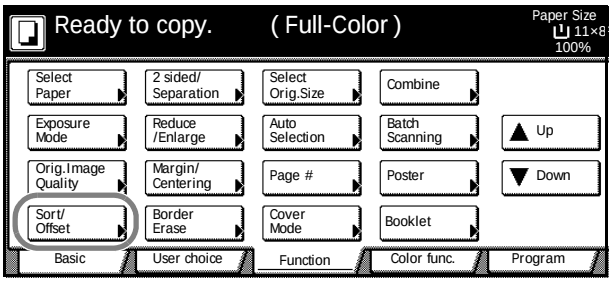


Original **Copy**

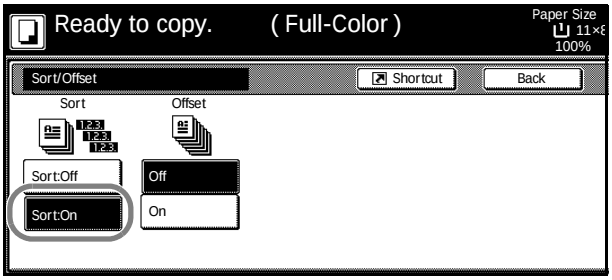
1 Press [Function].



2 Press [Sort/Offset] ([Sort/Group]).



3 Press [Sort: On].



4 Use the numeric keys to enter the copy quantity.

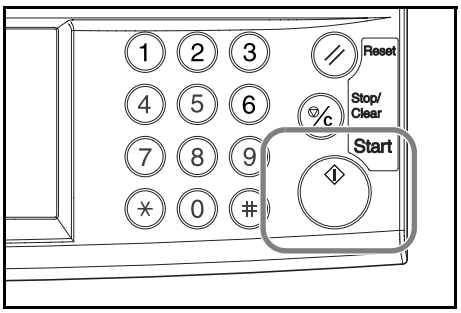
5 Place the original and press the **Start** key.

If the original has been placed on the optional document processor, copying begins automatically.

If the original is placed on the platen, *Scan next original(s)* is displayed. Place the next original page and press the **Start** key.

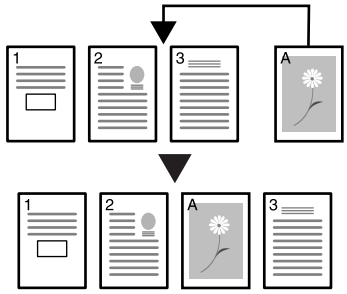
If all original pages have been scanned, press [Scanning finished]. Copying begins.

Complete sets of copies will be delivered on the output tray.



Interrupt Copy

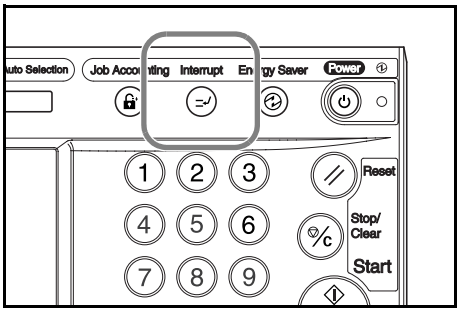
Interrupt copying is useful to pause one copy job and copy other originals with different copy settings. After completing the urgent job, you can resume the interrupted jobs according to their original settings. You can also pause copy or print jobs to make emergency copies.



Follow the steps as below to use interrupt copying.

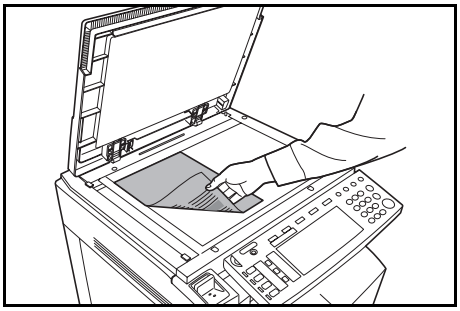
1 Press the **Interrupt** key.

Interrupt Mode OK will be displayed.

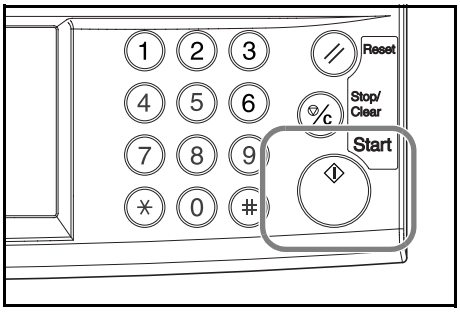


2 Temporarily remove and set aside the original pages of the current job.

3 Place the original for the interrupt job.



4 Specify the copy settings for the interrupt job and press the **Start** key.



5 After the interrupt job is completed, remove the originals and press the **Interrupt** key.

The previous settings will be restored. If there was a job being printed, it will be resumed.

6 Replace the interrupted original and press the **Start** key to restart the job.

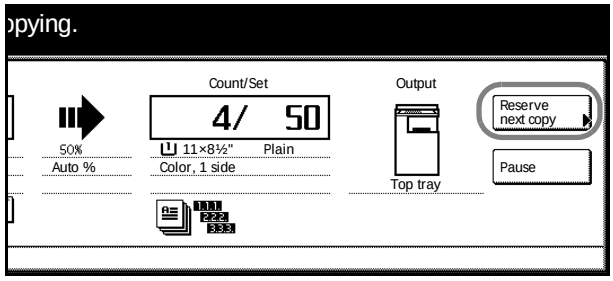
Job Reservation

Scan an original and reserve the next job even when a copy or print job is being outputted. The reserved job will be started after the current job is completed. If the optional fax is installed, reserve jobs even when received fax data is being printed.

Follow the steps as below to use Job Reservation mode.

1 Press [Reserve next copy].

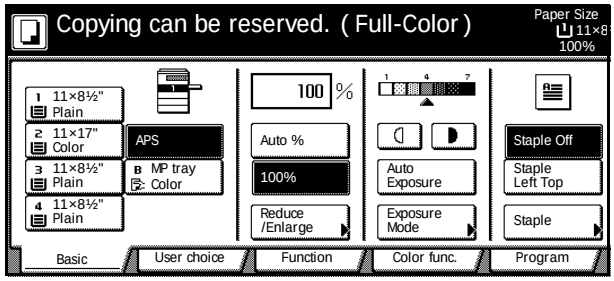
Copying can be reserved will be displayed.



2 Place the Job Reservation original.

3 Specify the copy settings for the reserved job.

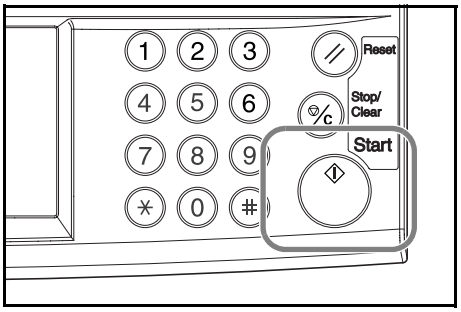
To cancel a reserved job, press [Finish Job res.] ([Job resrv. finished]).



4 Press the **Start** key. Scanning of the original begins.

After scanning all the originals, the touch panel will return to output screen.

The reserved job will be started after the current job is completed.



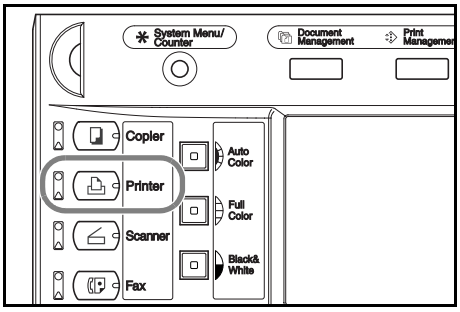
Canceling a Print Job

Follow the steps below to cancel printing and clear data.

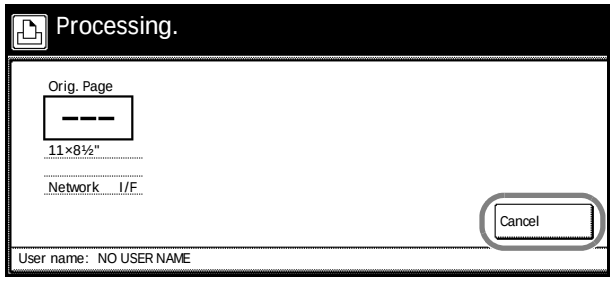
Canceling a Print Job Currently Being Processed

Use the printer screen to cancel a print job that is currently spooling.

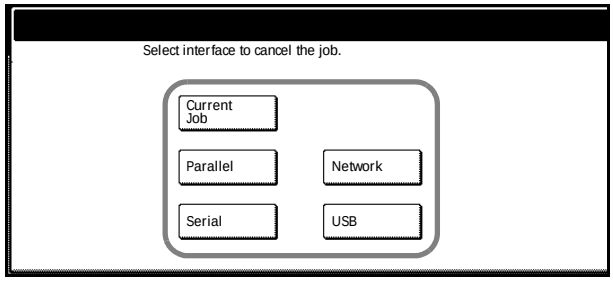
1 Press the **Printer** key.



2 Press [Cancel].



3 Select the interface to cancel.



4 Printing is canceled.

Scanner Operation

This section explains basic scanner operation. The following 5 methods may be used to scan originals.

- Scan an Image for Send E-mail...3-20
- Scan an Image for Scan to PC...3-23
- Scan an Image Using TWAIN...3-27
- Database Connection Setup...3-28
- Scan an Image for Scan to FTP...3-32

Scan an Image for Send E-mail

Use Send E-mail to send a scanned original image to an e-mail recipient as an attachment.

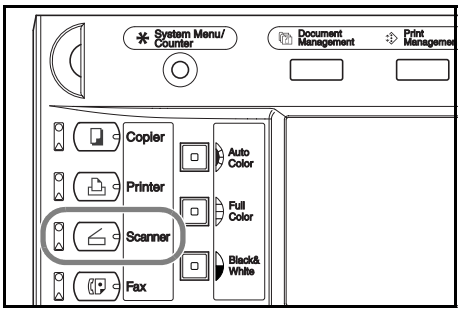
Before using Send E-mail

This operation requires the scanner SMTP to be set (see *Scanner Basic Settings* on page *2-32*). Also, the Registered Name and E-mail Address for the destination must also be registered (see *Registering User Information* on page *2-34*).

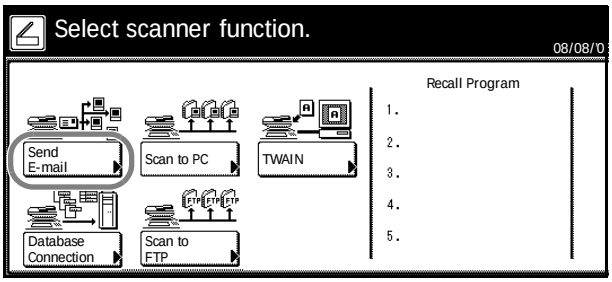
NOTE: refer to *Modifying Common Address Book* on page *2-35* for how to add to the Common Address Book from the operation panel.

Scan an image for Send E-mail

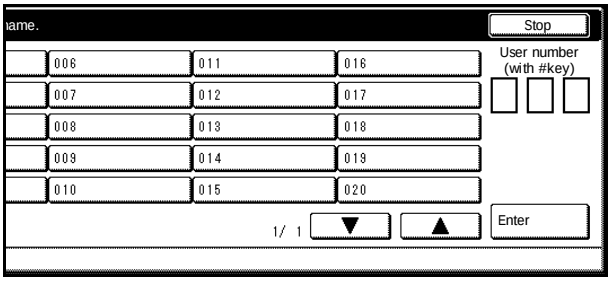
1 Press the **Scanner** key.



2 Press [Send E-mail].



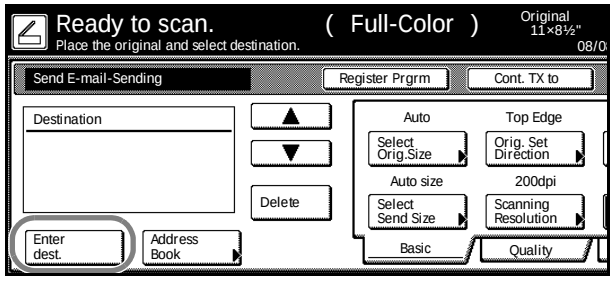
3 Select a destination (user name). Either press the number key or use the numeric keys to enter the user number and press [Enter].



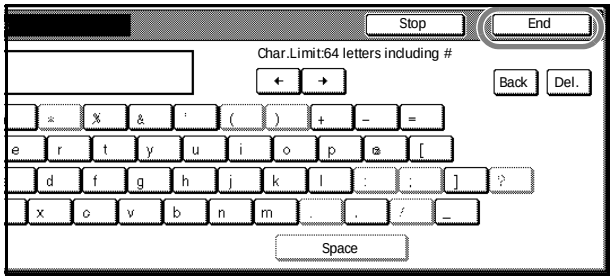
NOTE: If the scanner default setting for *Selec. of senders (users)* is set to [On], user number 001 will automatically be selected.

If a password was entered when the user was registered, the password input screen is displayed. Input the password and press [Enter]. If the password is correct, the scanner settings screen is displayed.

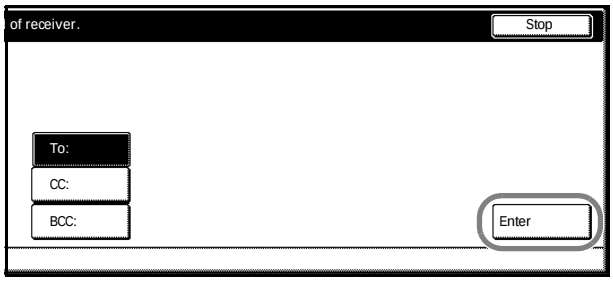
4 To input a mail address, press [Enter dest.].



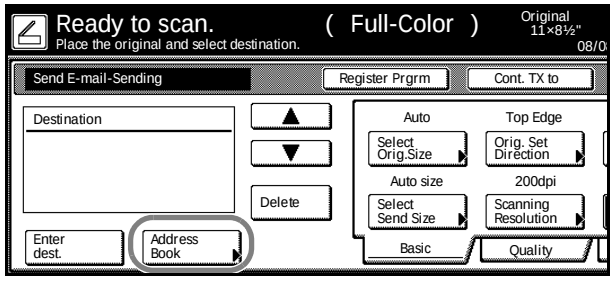
5 Enter the e-mail address for the destination (recipient). After inputting, press [End] to display the sending method screen.



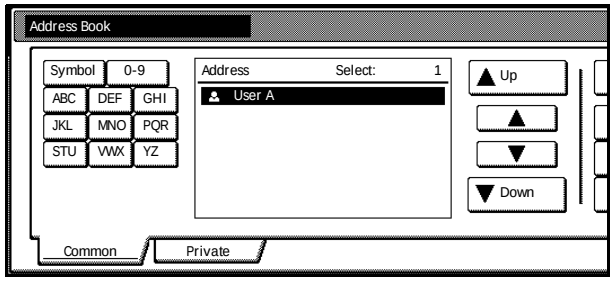
6 Select whether to send as [To:], [CC:], or [BCC:] and press [Enter].



7 Press [Address Book] to use a private address book or common address book.



8 Press [Common] ([Common book]) or [Private] ([Private book]) to display the destinations stored in the selected address book. In this example a destination is selected from the Common Address Book.



Press [▲] or [▼] to select a destination and select whether to send as [To:], [CC:], or [BCC:].

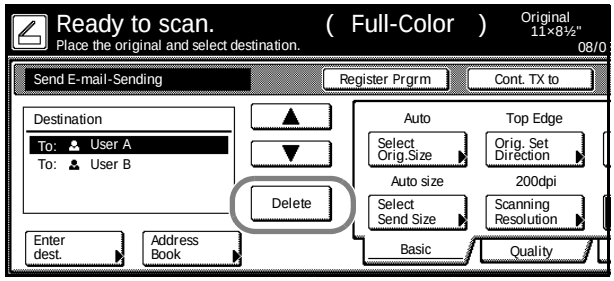
When a destination is selected, an ☒ is displayed next to it in the *Select* column to the right of the *Address* column.

NOTE: The private address book is not displayed if the Address Book for Scanner is not running on the sender(user)'s computer.

9 Confirm the destination(s) and press [Close].

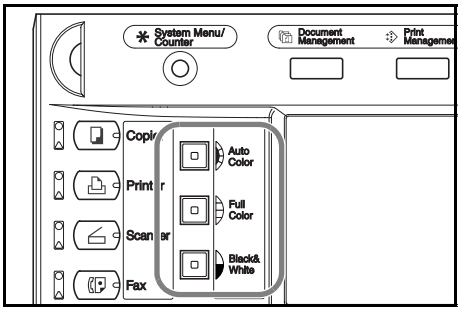
Return to Step 4 to continue adding recipients.

10 Confirm the destination(s). Press [▲] or [▼] to confirm that all selected destinations are correct. Press [Delete] if a selected destination is not needed.



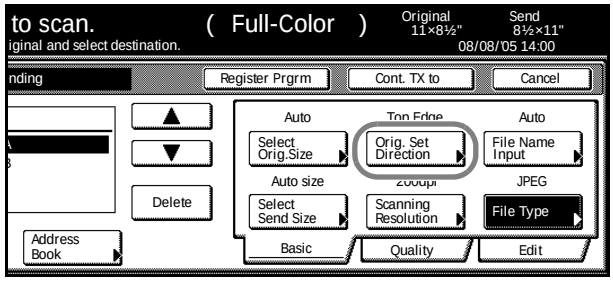
Scanner Setup

11 Press the **Auto Color**, **Full Color** or **Black&White** key to select a color mode.

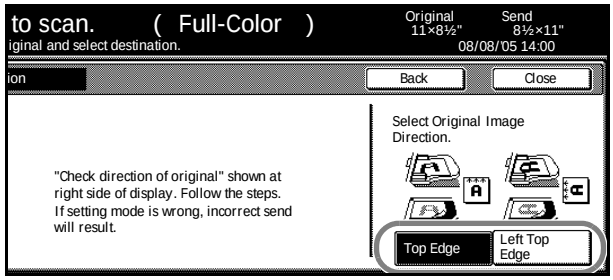


12 The scanner setup screen is displayed in the right side of the screen. Press the appropriate keys to configure the various settings. This section explains the setup procedure using [Orig. Set Direction] as an example.

Press [Orig. Set Direction].



13 If the original has been loaded with Top edge set at the rear, select [Top Edge] ([Back Edge]). If the original has been set to the left, press [Left Top Edge] ([Left top corner]). Press [Close] to save the setting, or press [Back] to leave settings as they are and return to the screen shown in Step 10.

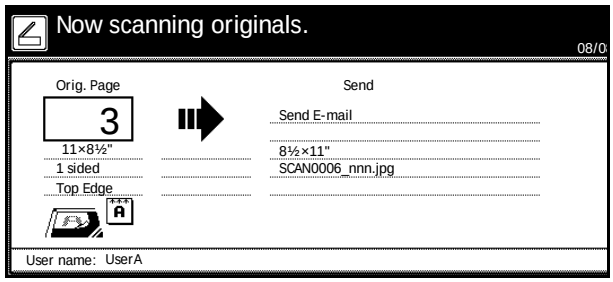

(Full-Color)
Original 11×8½"
Send 8½×11"
08/08/'05 14:00
Back
Close
Select Original Image Direction.
"Check direction of original" shown at right side of display. Follow the steps. If setting mode is wrong, incorrect send will result.
Top Edge
Left Top Edge

NOTE: The original may not be scanned correctly if original set direction is not correctly configured. Be sure to confirm the original set direction when configuring the scanner.

14 Confirm settings, place the original, and press the **Start** key.

Scanning of the original begins.

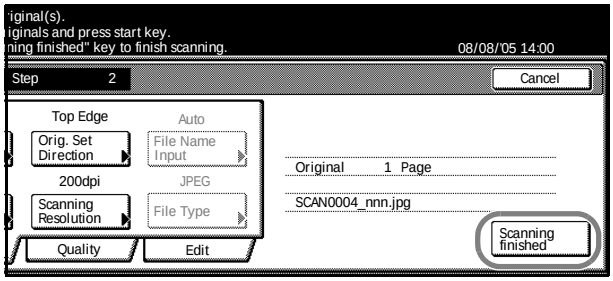
If continuous scan is enabled, proceed to Step 15. If continuous sending is enabled, proceed to Step 16.



15 If [Batch Scanning] is set to [On] from [Edit] from the scanner settings screen, after scanning is complete, a screen prompt appears asking whether to continue scanning or to finish.

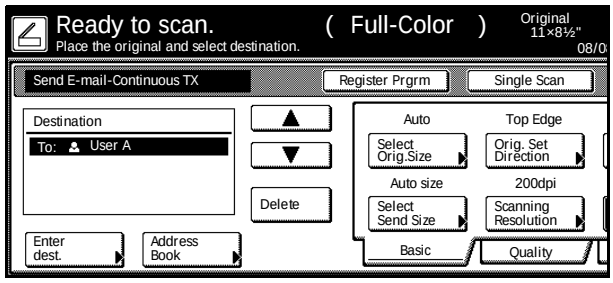
To continue scanning, place the next original, select scanner settings as necessary and press the **Start** key.

When done, press [Scanning finished].



16 If [Continuous TX] is enabled from the scanner settings screen, after a transmission is complete, the scanner settings screen is displayed with the same settings used in the previous transmission.

To continue, place the next original, select scanner settings as necessary and press the **Start** key.



To end the operation, press [Cancel] ([Job cancel]).

Scan an Image for Scan to PC

Use Scan to PC to save scanned original images as files to a folder on a computer. Access to this feature is provided by installing the Scanner File Utility on the target computer.

Before using Scan to PC

Configure the following before using Scanner File Utility for the first time.

1 Install Scanner File Utility on the sending computer.

2 Launch Scanner File Utility and register the folders to save image files.

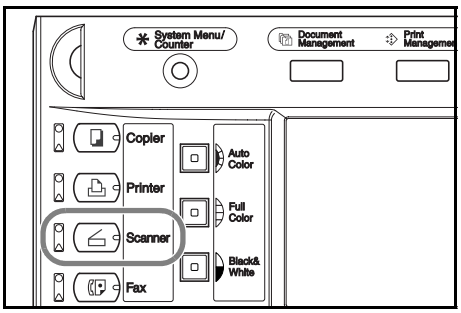
3 From the operation panel, register the IP address of the target computer, a registration name and a save number.

In the save number entry field, enter the same number (from 001-100) as registered for the save folder in Scanner File Utility.

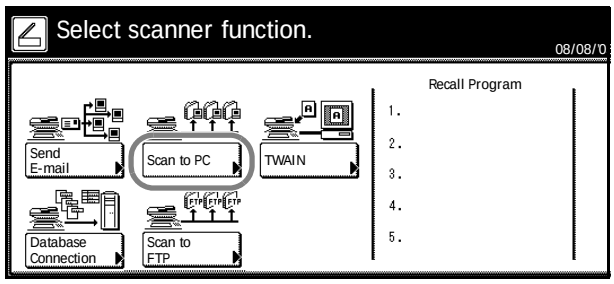
NOTE: Refer to *Modifying Common Address Book* on page *2-35* for how to add to the Common Address Book from the operation panel.

Scanning an Image for Scan to PC

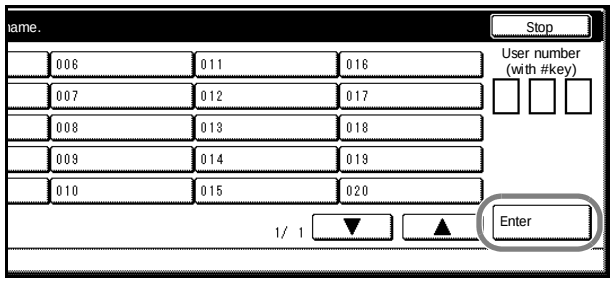
1 Press the **Scanner** key.



2 Press [Scan to PC].



3 Select a destination (user name). Either press the number key or use the numeric keys to enter the user number and press [Enter].

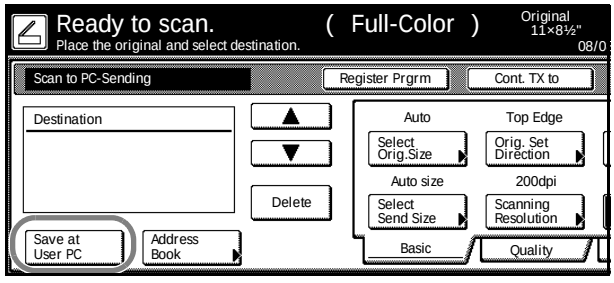


NOTE: If the scanner default setting for *Selec. of senders (users)* is set to [On], user number 001 will automatically be selected.

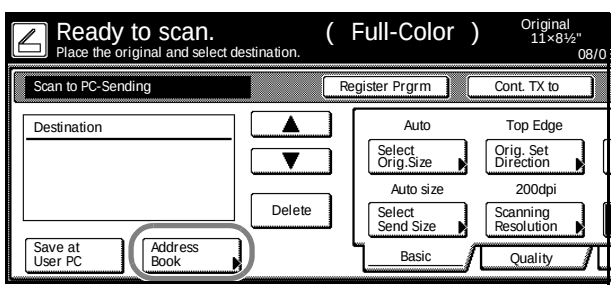
If a password was entered when the user was registered, the password input screen is displayed. Input the password and press [Enter]. If the password is correct, the scanner settings screen is displayed.

4 To save a copy for the sender (user), press [Save at User PC].

The sender (user) is displayed in the destination column.

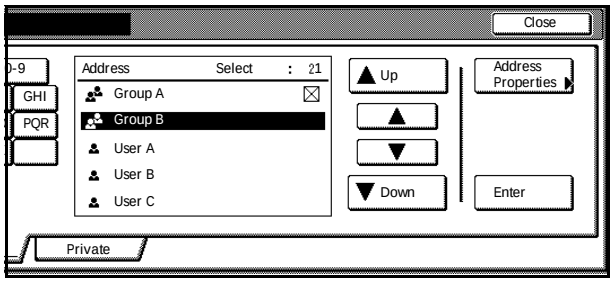


5 Press [Address Book] to use a private address book or common address book.



6 Press [Common] ([Common book]) or [Private] ([Private book]) to display the destinations stored in the selected address book. In this example a destination is selected from the Common Address Book.

Press [▲] or [▼], select the desired destination to be added and press [Enter] ([Add dest.]).



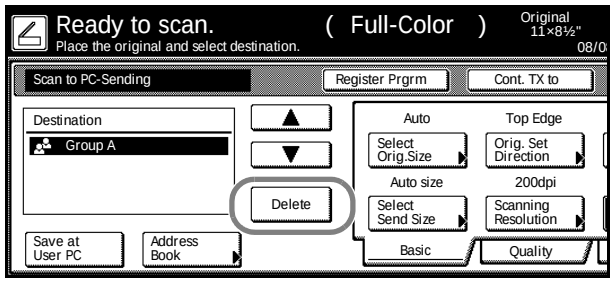
When a destination is selected, an ☒ is displayed next to it in the *Select* column to the right of the *Address* column.

NOTE: The private address book is not displayed if the Address Book for Scanner is not running on the sender(user)'s computer.

7 Confirm the destination(s) and press [Close].

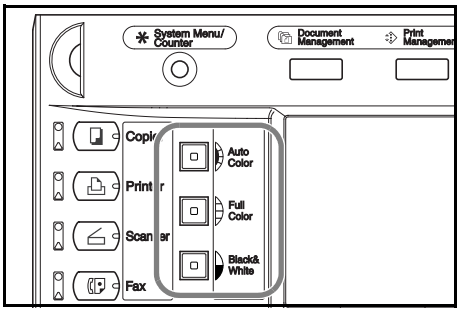
Return to Step 5 to continue adding recipients.

8 Confirm the destination(s). Press [▲] or [▼] to confirm that all selected destinations are correct. Press [Delete] if a selected destination is not needed.



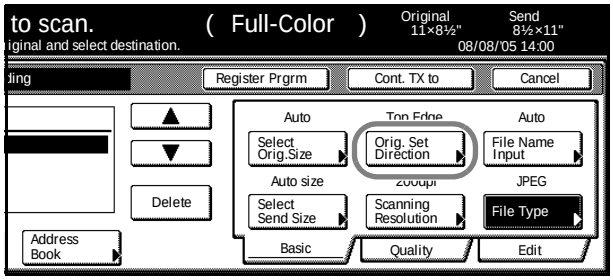
Scanner Setup

9 Press the **Auto Color**, **Full Color** or **Black&White** key to select a color mode.

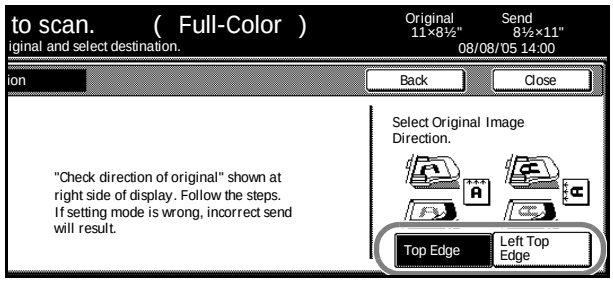


10 The scanner setup screen is displayed in the right side of the screen. Press the appropriate keys to configure the various settings. This section explains the setup procedure using [Orig. Set Direction] as an example.

Press [Orig. Set Direction].



11 If the original has been loaded with Top edge set at the rear, select [Top Edge] ([Back Edge]). If the original has been set to the left, press [Left Top Edge] ([Left top corner]). Press [Close] to save the setting, or press [Back] to leave settings as they are and return to the screen shown in Step 8.

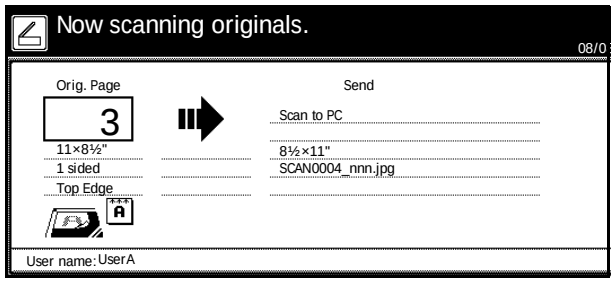

to scan. (Full-Color)
Original 11×8½"
Send 8½×11"
08/08/'05 14:00
Back
Close
Select Original Image Direction.
"Check direction of original" shown at right side of display. Follow the steps. If setting mode is wrong, incorrect send will result.
Top Edge
Left Top Edge

NOTE: The original may not be scanned correctly if original set direction is not correctly configured. Be sure to confirm the original set direction when configuring the scanner.

12 Confirm settings, place the original, and press the **Start** key.

Scanning of the original begins.

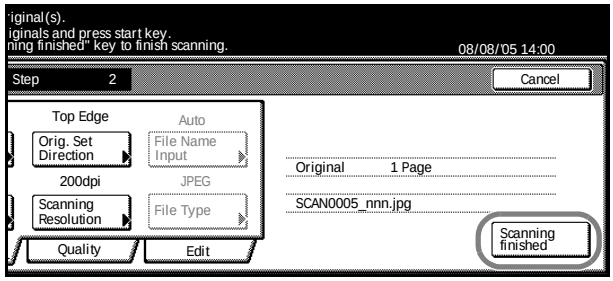
If continuous scan is enabled, proceed to Step 13. If continuous sending is enabled, proceed to Step 14.



13 If [Batch Scanning] is set to [On] from [Edit] from the scanner settings screen, after scanning is complete, a screen prompt appears asking whether to continue scanning or to finish.

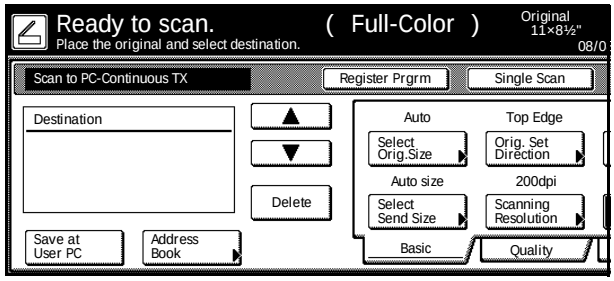
To continue scanning, place the next original, select scanner settings as necessary and press the **Start** key.

When done, press [Scanning finished].



14 If [Continuous TX] is enabled from the scanner settings screen, after a transmission is complete, the scanner settings screen is displayed with the same settings used in the previous transmission.

To continue, place the next original, select scanner settings as necessary and press the **Start** key.



To end the operation, press [Cancel] ([Job cancel]).

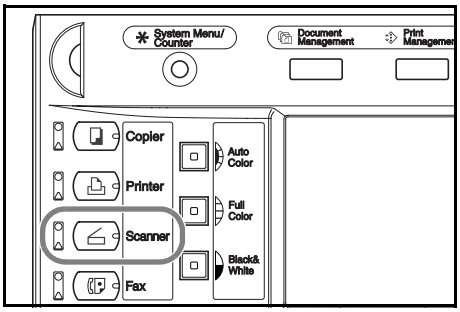
NOTE: If **Permit File Overwrite** is checked in Scanner File Utility, files with already existing names will be overwritten. Exercise caution when inputting file names during Batch Scanning mode.

Scan an Image Using TWAIN

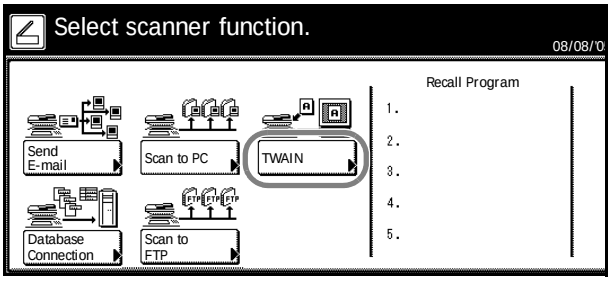
TWAIN provides method to connect to the scanner from within TWAIN-compatible applications. Install the TWAIN driver together with the application you plan to use. This section only explains the settings to be made to the machine to enable TWAIN usage.

Initiating the Connection from the Machine

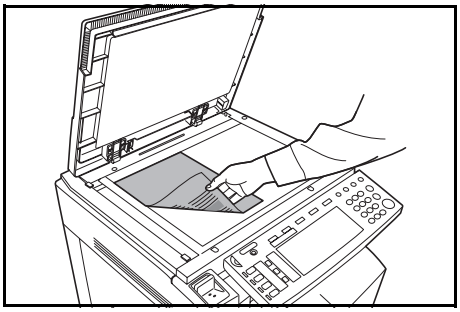
1 Press the **Scanner** key.



2 Press [TWAIN].



3 Place the original.



4 Launch TWAIN Source from your application.

The TWAIN Source main dialog box appears.

5 Click the **Scan. Setup** button to confirm that this machine is selected.

If this machine is not selected, click the **Edit** button and input the IP address or host name, for the scanner to be used, in **Scanner Address**, then click the **OK** button.

6 Click the **OK** button.

7 Make necessary settings here, click the **Connect(s)** button on the dialog box, and after connecting to the scanner click the **Scan** button. Scanning begins.

Initiating the Connection from the Computer

1 Launch TWAIN Source from your application.

The TWAIN Source main dialog box appears.

2 Click the **Scan. Setup** button to confirm that this machine is selected.

If this machine is not selected, click the **Edit** button and input the IP address or host name, for the scanner to be used, in **Scanner Address**, then click the **OK** button.

3 Click the **OK** button.

4 Make necessary settings here and check the **Waiting Scan** checkbox.

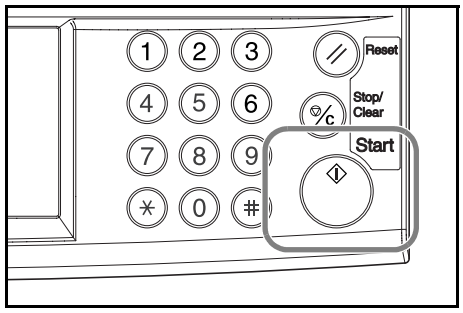
NOTE: Scanning begins after pressing the **Start** key on the operation panel while **Waiting Scan** is checked.

5 Click the **Connect(s)** button on the dialog box, and after connecting to the scanner click the **Scan** button.

Connection may fail if the machine is currently starting up or in use. If this happens, press [TWAIN] from the scanner function screen to enable TWAIN mode.

6 At the machine, place the original, and press the **Start** key to begin scanning.

NOTE: Configure various settings from the operation panel. Change settings as necessary. If a setting is changed from both the computer and from the operation panel, the settings from the operation panel take priority.



Database Connection Setup

When originals are converted to data, Database Connection allows text information to be added and the data stored in a folder on a computer. The image transmission method is the same as Scan to PC.

Before using Database Connection

Configure the following before using Database Connection.

1 Install DB Assistant onto the administrator's computer.

2 Launch DB Assistant and configure Database Connection.

3 Launch Scanner File Utility on the save destination computer and configure Database Connection.

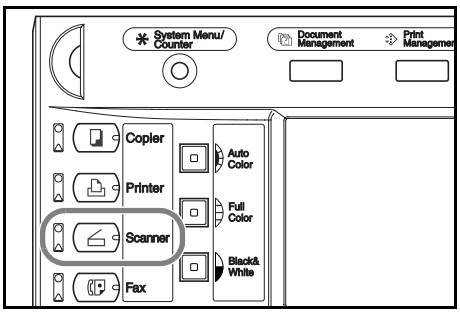
In the save number entry field, enter the same number (from 001-100) as registered for the save folder in Scanner File Utility.

The computer to which DB Assistant was installed and the computer to which Scanner File Utility was installed must be pre-registered using from a web browser or the operation panel.

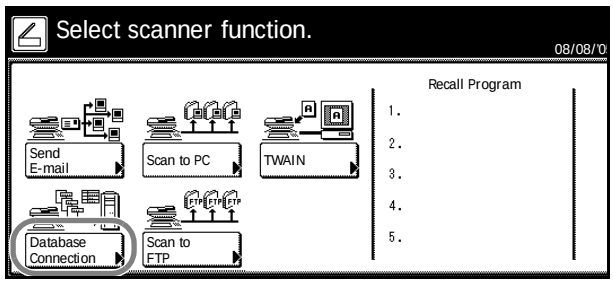
This section focuses on how to setup DB Assist (functionality to add keywords as text data to scanned images).

Database Connection Setup

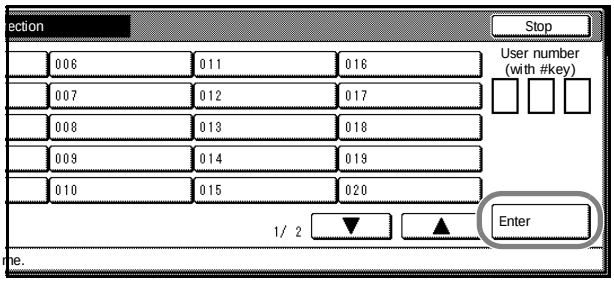
1 Press the **Scanner** key.



2 Press [Database Connection].



3 Select a destination (user name). Either press the number key or use the numeric keys to enter the user number and press [Enter].

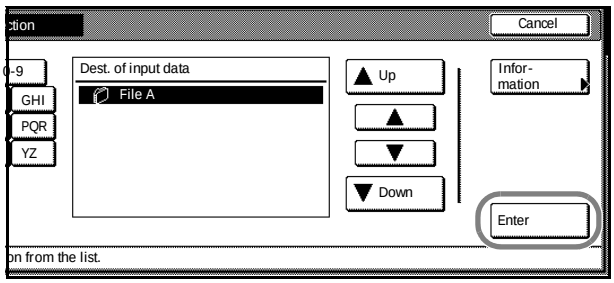


NOTE: If the scanner default setting for *Selec. of senders (users)* is set to [On], user number 001 will automatically be selected.

If a password was entered when the user was registered, the password input screen is displayed. Input the password and press [Enter].

4 Select the input data source. Press [▲] or [▼], select the desired input data source, and press [Enter].

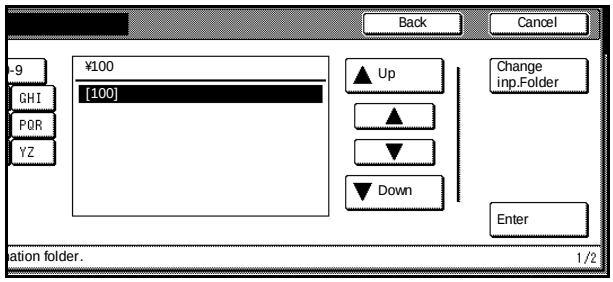
This section explains how to select DB Assist (functionality to add keywords as text data to scanned images).



NOTE: Press [▲] or [▼], select the input source verify and press [Information]. This screen allows confirmation of details such as the IP address of the data input source PC and the save folder number.

Password entry is required if DB Assist (functionality to create CSV files from scanned image files and text data) is selected and a password has been set from DB Assistant,

5 Select the save folder for the desired image. From the folder selection screen, to save the image to the currently selected folder, press [Enter]. The text data screen is displayed (Proceed to Step 7). To save to a subfolder of the selected folder, press [Change inp. Folder]. The contents of the specified folder are displayed.

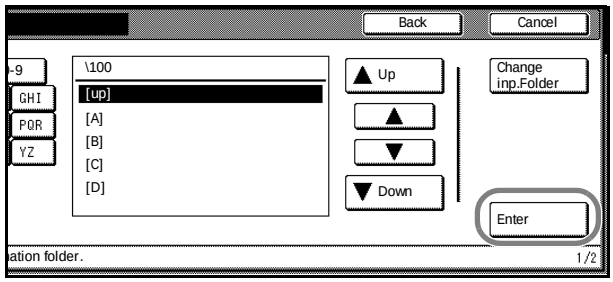


NOTE: Folder names may not be displayed correctly if in the safe folder selection screen if the save folder name contains a period (.) .

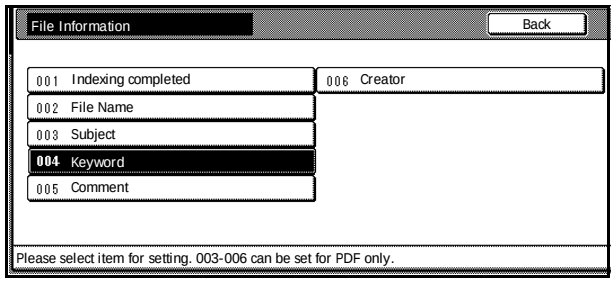
The input source cannot be modified from DB Assist.

6 Press [▲] or [▼] to select the desired save folder and press [Enter].

NOTE: To move to the next higher folder level, select *[up]* and press [Enter]. Folders higher than the folder specified in Scanner File Utility cannot be set as input sources.



7 Select the item to register and press [Enter]. The settings screen is displayed for the selected item. Here, *Keyword* is selected.

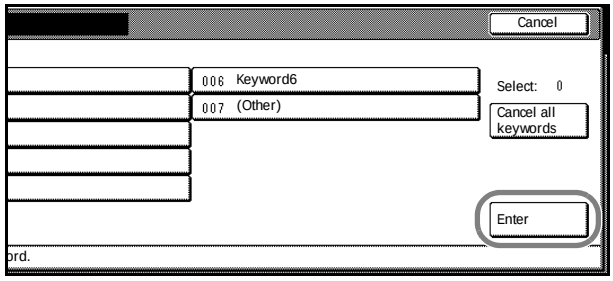


NOTE: Use *File Name* to change the filename for the scanned image.

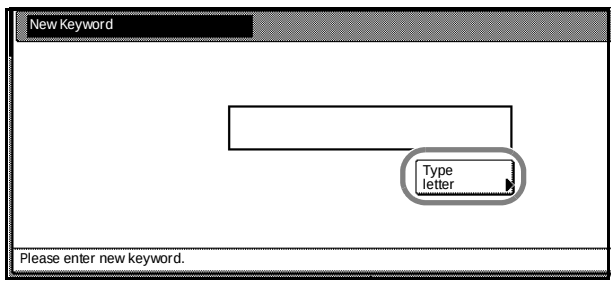
Keyword, *Subject*, *Creator*, and *Comment* may all be saved as text data keywords.

The configuration items may vary if DB Assist Function has been selected.

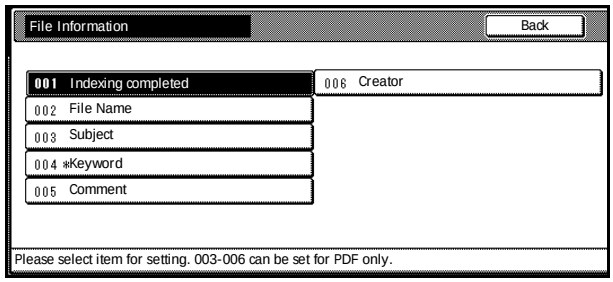
8 Select the keyword to add and press [Enter].



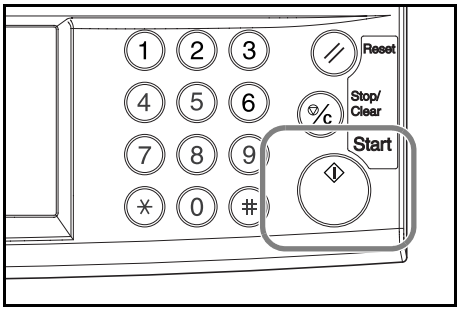
To input a new keyword other than those included with DB Assistant, select *(Other)* after the item and press [Enter]. New keywords may be entered. To enter new letters, press [Type letter].



9 Changed items are identified with a * mark. When satisfied with changes, select *Indexing complete* and press [Enter].



10 At the machine, place the original, and press the **Start** key to begin scanning.

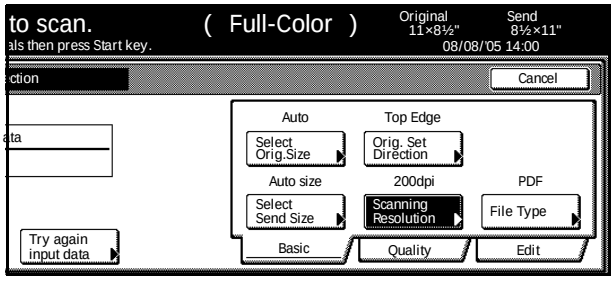


NOTE: Configure various settings from the operation panel. Change settings as necessary.

If a setting is changed from both the computer and from the operation panel, the settings from the operation panel take priority.

To reconfigure text data input, press [Try again input data].

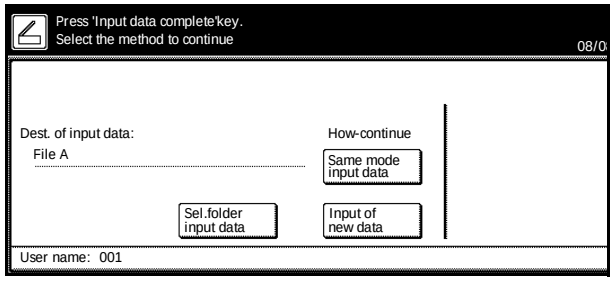
To end the operation, press [Cancel] ([Job cancel]).



11 The following screen is displayed when scanning is complete. To finish scanning originals, press [Input data complete].

The DB Assist function adds text the previously registered text information (keywords) to the scanned image and saves to the specified folder.

The Database Assist function adds text information from the scanned image as a CSV file and save to the specified folder.



NOTE: To re-use the database connection, press [Sel. folder input data]. Follow Step 4 from page *3-29*.

To re-use the database connection with the same settings, press [Same mode input data]. Follow Step 6 from page *3-30*.

To re-use the database connection with the same Assist function selection, press [Input of new data]. Follow Step 5 from page *3-30*.

Scan an Image for Scan to FTP

Scan FTP is a feature that converts original data scanned using the machine to PDF or TIFF format data and uploads directly to an FTP server.

Up to 10 destination FTP servers can be saved and data can be simultaneously uploaded to those 10 saved FTP servers.

If you already have a running FTP server, no additional software is necessary.

IMPORTANT: Connection to servers outside the local area network (LAN) may fail due to network configuration.

Before using Scan to FTP

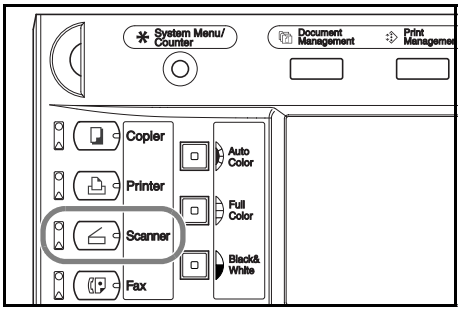
Before using Scan to FTP, confirm with your administrator the credentials to access the FTP server and save these to the machine.

- User name
- Password
- FTP Server hostname or IP address
- Port number (Usually 21)
- Path (Path from the FTP server home directory to the save folder)

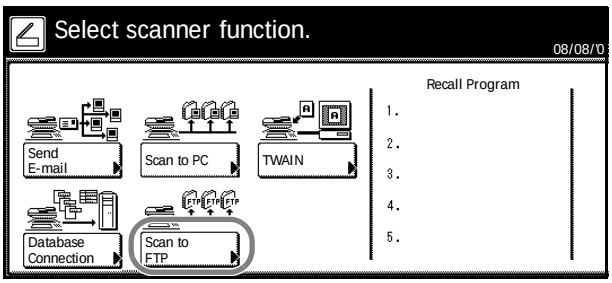
NOTE: Refer to *Modifying Common Address Book* on page *2-35* for how to add to the Common Address Book from the operation panel.

Scanning an image for Scan to FTP

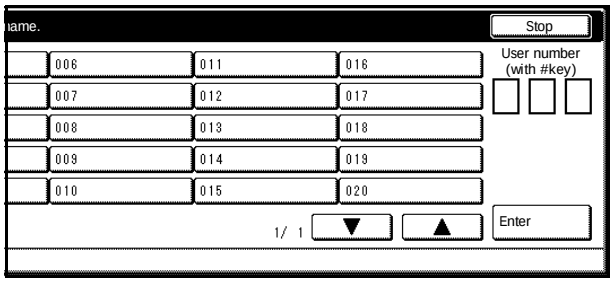
1 Press the **Scanner** key.



2 Press [Scan to FTP].



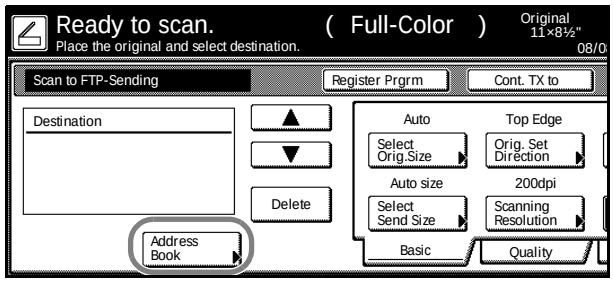
3 Select a destination (user name). Either press the number key or use the numeric keys to enter the user number and press [Enter].



NOTE: If the scanner default setting for *Selec. of senders (users)* is set to [On], user number 001 will automatically be selected.

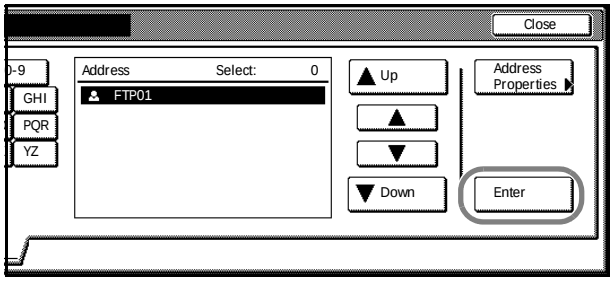
If a password was entered when the user was registered, the password input screen is displayed. Input the password and press [Enter].

4 Press [Address Book].

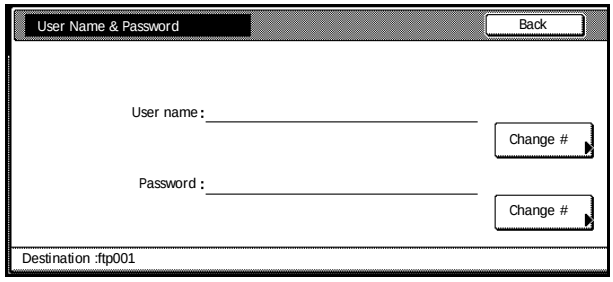


5 Press [▲] or [▼], select the desired destination FTP server and press [Enter] ([Add dest.]). Log in to the destination FTP Server.

When a destination is selected, an ☒ is displayed next to it in the *Select* column to the right of the *Address* column.



6 If destination FTP server is selected where in *Skip Auth. info Input* (*Modifying Common Address Book* on page *2-35*) has been set to [Off], at the following step enter the usename and password and press [Close].



Username entry

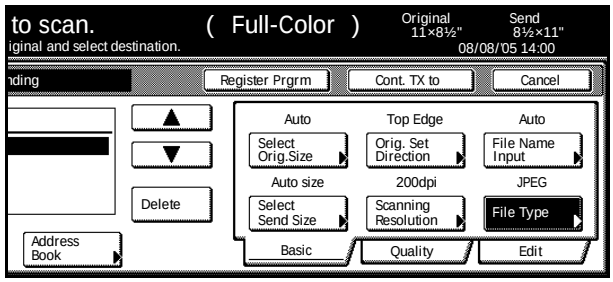
1. Press [Change #] for the username.
2. Input the username.
3. Press [End].

Password entry

1. Press [Change #] for the password.
2. Enter the password.
3. Press [End].

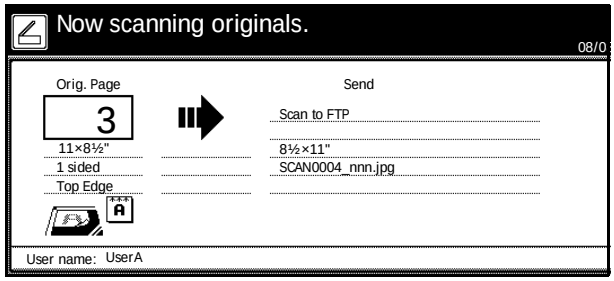
7 Press [Close].

8 Configure the scan settings.

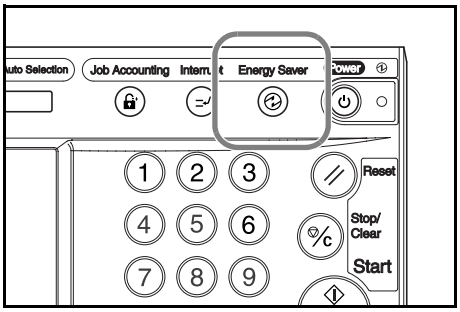


9 Place the original and press the **Start** key. Scanning of the original begins.

After scanning is complete, the machine uploads the scanned data to the destination FTP server(s).



Low-Power Mode



To activate Low-Power mode, press the **Energy Saver** key.

On the operation panel, only the **Energy Saver**, **Power**, and main power indicators will remain lit.

The machine automatically wakes and begins printing if print data is received during Low-Power mode. If the optional fax is installed, the machine also wakes up and begins printing when a fax is received.

To resume copying, perform one of the following actions. The machine returns to a copy-ready condition.

- Press any key on the operation panel.
- Open the original platen or the optional document processor.
- Place originals in the optional document processor.

The machine will resume copy functionality in 10 seconds.

Auto Low-Power Mode

In Auto Low-Power mode, the machine automatically switches to Low-Power mode if left idle for a preset period. The default period for Auto Low-Power mode is 15 minutes.

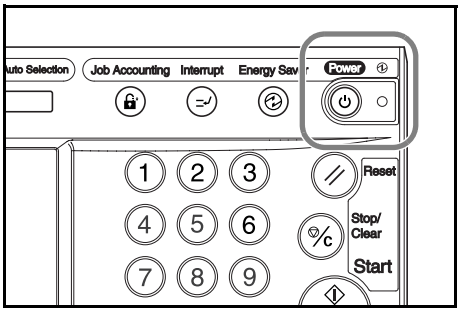
Sleep Mode

To activate Sleep mode, press the **Power** key.

On the operation panel, only the Main Power indicator will remain lit. The machine will use much less power than Low-Power mode.

Without illuminating the operation panel, printing begins automatically if print data is received during Sleep mode. If the optional fax is installed, the machine also wakes up and begins printing when a fax is received, without illuminating the operation panel.

To resume copying, press the **Power** key again. The machine will resume copy functionality in 45 seconds.



Auto Sleep Mode

In Auto Sleep mode, the machine automatically switches to Sleep mode if left idle for a preset period. The default period for Auto Sleep mode is 45 minutes.

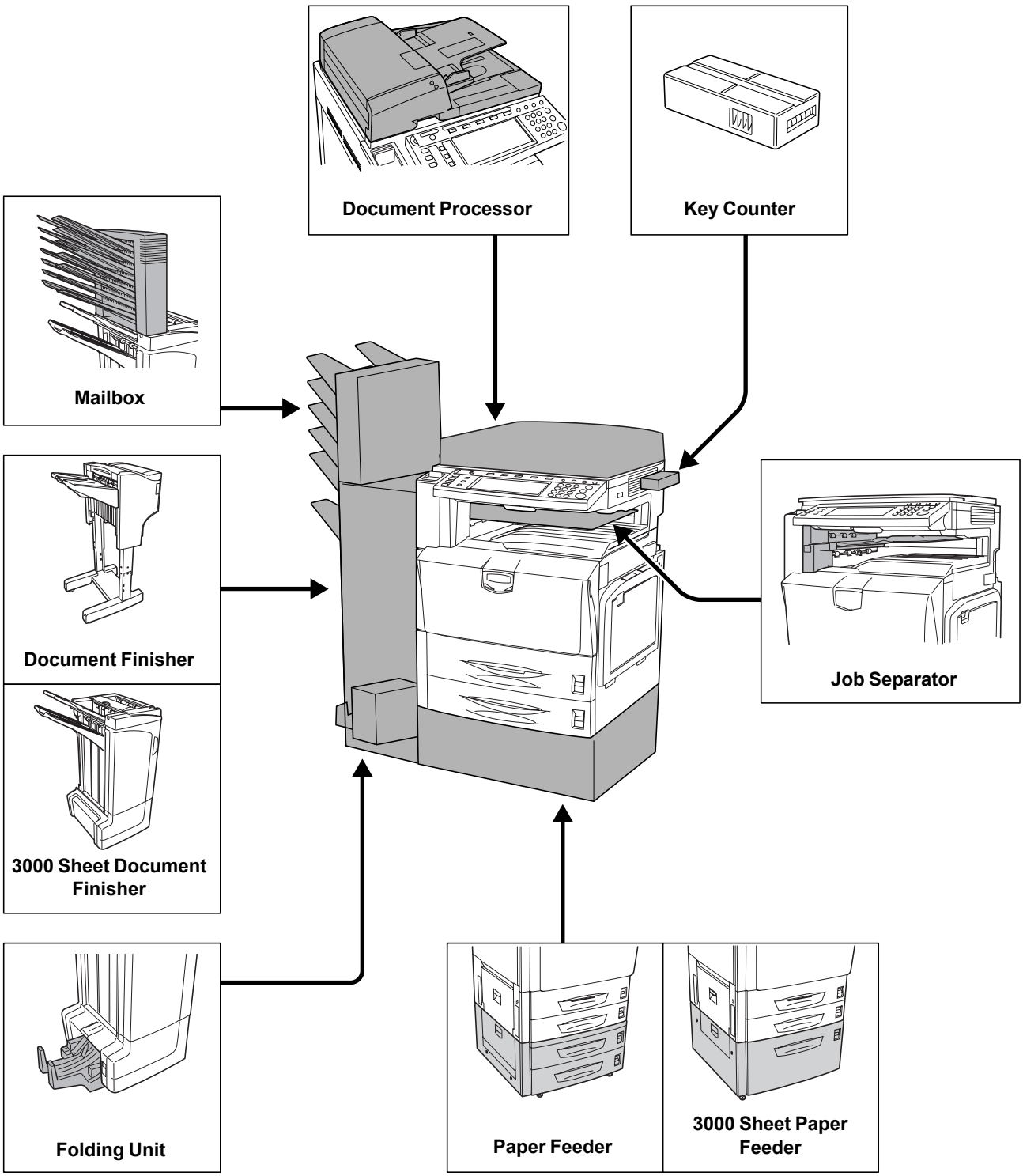
4 Optional Equipment

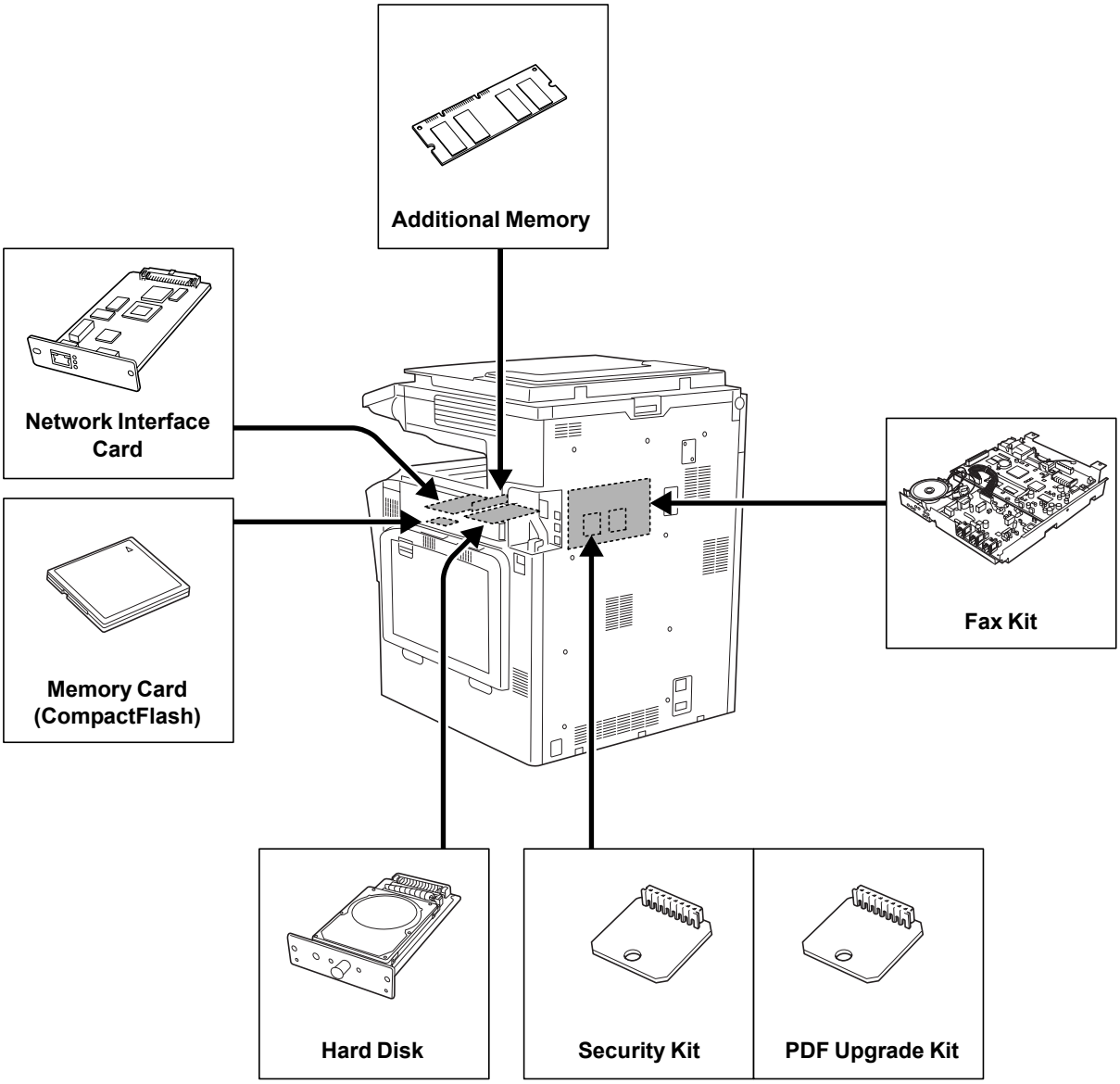
This chapter introduces the optional equipment available for the machine.

- Overview of Optional Equipment...4-2
- Document Processor...4-4
- Paper Feeder...4-4
- 3000 Sheet Paper Feeder...4-4
- Document Finisher...4-5
- 3000 Sheet Document Finisher...4-5
- Job Separator...4-5
- Key Counter...4-6
- Fax Kit...4-6
- Memory Card (CompactFlash)...4-6
- Hard Disk...4-7
- Additional Memory...4-7
- Security Kit...4-7
- Network Interface Card...4-8
- Serial Interface...4-8
- PDF Upgrade Kit...4-8

Overview of Optional Equipment

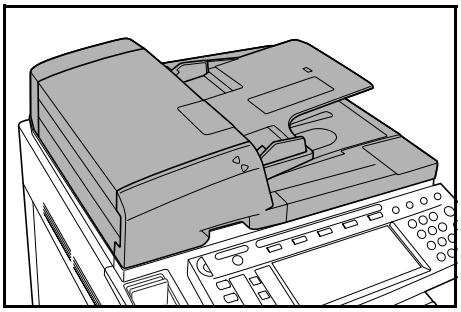
The following optional equipment is available for the machine.




Additional Memory
Network Interface Card
Memory Card (CompactFlash)
Fax Kit
Hard Disk
Security Kit
PDF Upgrade Kit

Document Processor

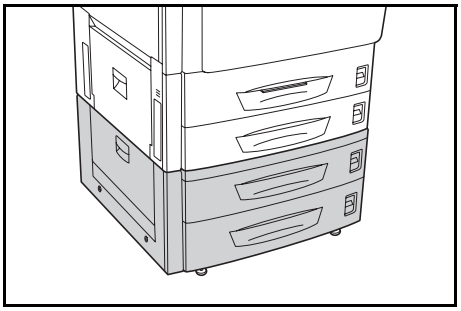
Automatically scans each page of single sided originals. Also automatically flips over 2-sided originals for duplex copying and split copying. For document processor usage operation, see *Loading Originals in the Document Processor (option)* on page *2-18*.



Paper Feeder

Add an additional 2 paper cassettes like Cassette 2 of the main unit. Paper capacity and loading method is the same as Cassettes 1 and 2. See *Loading Paper into Cassette 1, 2* on page *2-2*.

NOTE: Left cover 3 is located on the left side of the paper feeder for use in clearing paper jams.

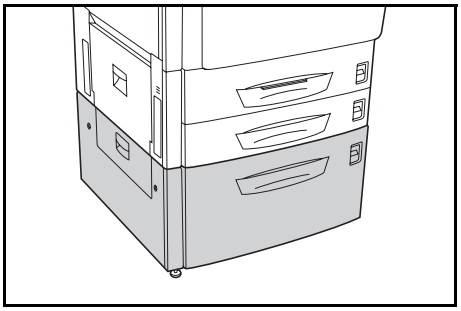


3000 Sheet Paper Feeder

In addition to the standard cassettes, a 3,000 sheet paper feeder can be added which holds 3,000 sheets of 11 × 8 1/2" or A4 paper.

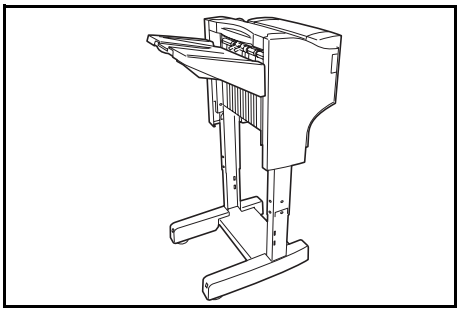
See *Loading Paper into 3000 Sheet Paper Feeder* on page *2-4* for paper loading operation.

NOTE: Left cover 3 is located on the left side of the 3,000 sheet paper feeder for use in clearing paper jams.



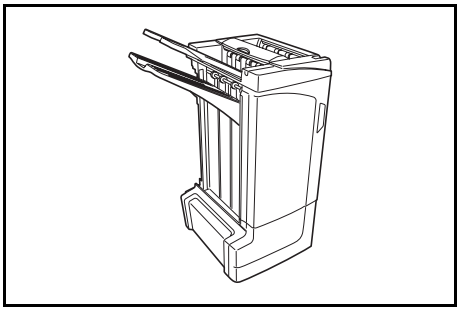
Document Finisher

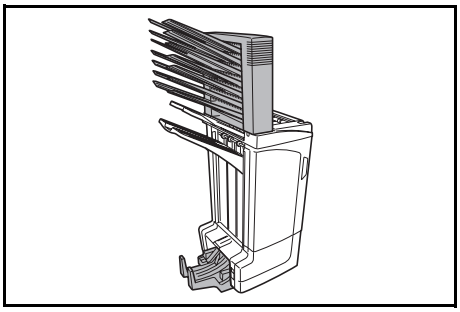
The document finisher holds a large quantity of finished copies. The finisher offers a convenient means of sorting. Sorted finished copies may also be stapled. For further details, refer to the document finisher *Operation Guide*.



3000 Sheet Document Finisher

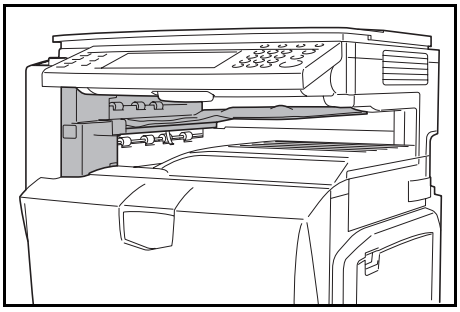
The document finisher holds a large quantity of finished copies. The finisher offers a convenient means of sorting. It can also staple finished sets and punch holes if equipped with the appropriate optional accessories. For further details, refer to the 3000 sheet document finisher *Operation Guide*. Other options include the mailbox and folding unit. (See images below.)





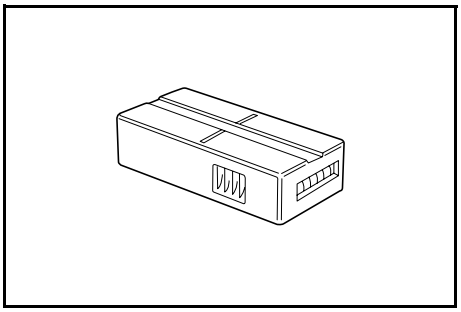
Job Separator

Separates paper according to output destination for easier sorting. Specify an output destination for copy or print jobs. Or, specify the default mode output destination for copying or faxing with the optional fax kit.



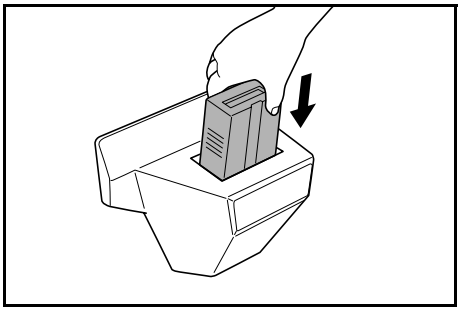
Key Counter

Use the key counter to monitor machine usage. The key counter offers a convenient solution for centralized management of copy volume for different departments in a large company.



Inserting the Key Counter

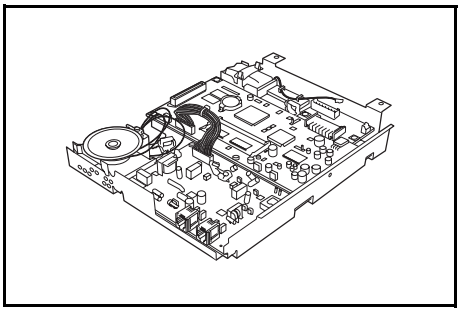
Insert the key counter securely into the key counter slot.



NOTE: When the key counter function is activated, copies can only be made when a key counter is inserted into the machine. If the key counter is not inserted securely, *Insert key counter* will be displayed.

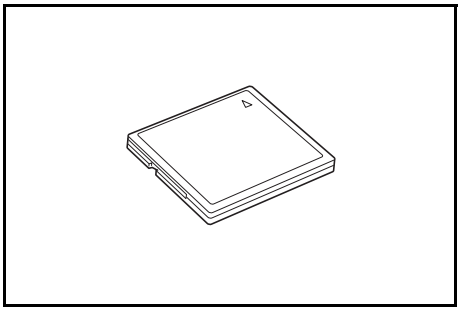
Fax Kit

By installing the fax kit, fax send/receive is enabled. Also, it is possible to use it as a network fax, by using it with a computer. For further details, refer to the Fax kit *Operation Guide*.



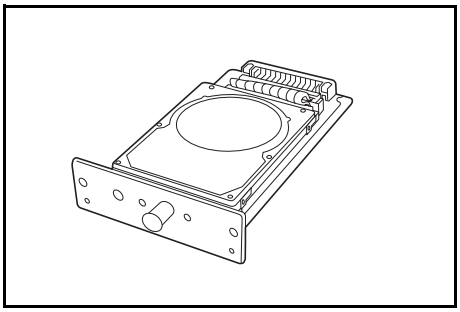
Memory Card (CompactFlash)

A microchip card for storing optional fonts, macros or forms. Insert into the memory card slot on the machine's right side.



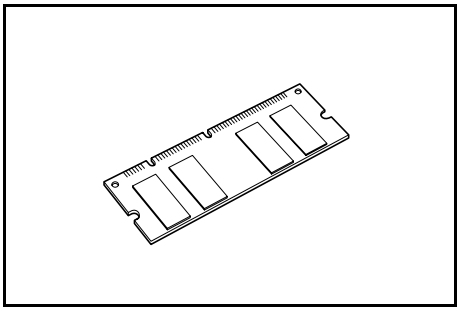
Hard Disk

The hard disk is used to store print queue data. Also, the hard disk is required to use all e-MPS functionality.



Additional Memory

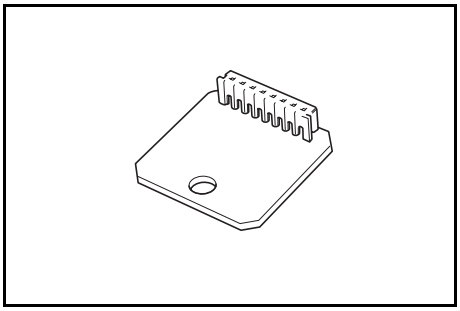
Increase the memory available to the printer. Additional memory enables printing more complex data. An additional 128 MB, 256 MB or 512 MB may be added.



Security Kit

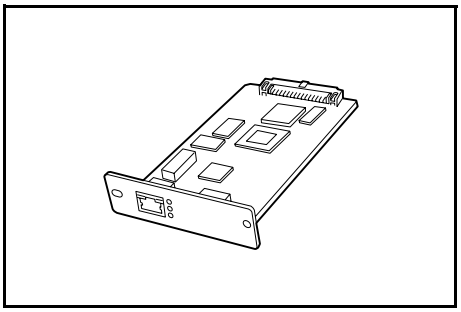
This machine functions by temporarily storing scanned data on an internal hard disk. After being used for copying, this data is not accessible from the operation panel, but a record of the data remains on the hard disk until it is overwritten by other data. Thus, the data could conceivably be retrieved by accessing the hard disk using specialized tools.

For greater security, the security kit prevents this by overwriting all unnecessary data in the storage area of the hard disk so that it cannot be retrieved.



Network Interface Card

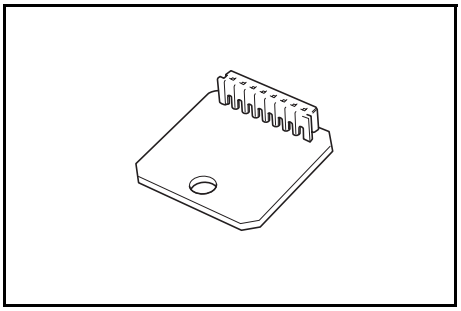
Like the machine's standard network interface, the network interface card supports TCP/IP, IPX/SPX, NetBEUI and EtherTalk protocols to enable network printing for Windows, Macintosh, UNIX, Netware and other environments.



PDF Upgrade Kit

When saving scanned originals as PDF files, enables the creation of high compression PDF files and PDF encryption.

Use PDF file encryption to customize password-based rights access.



5 Maintenance

This chapter describes cleaning and toner replacement.

- Cleaning...5-2
- Toner Container and Waste Toner Box Replacement...5-5

Cleaning

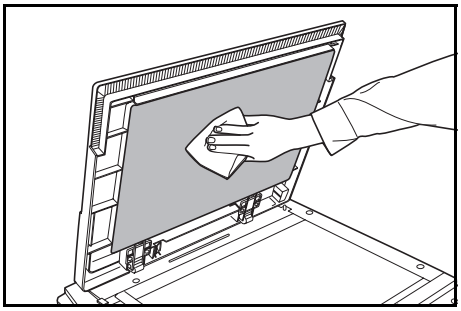
Clean the machine regularly to ensure optimum copy quality.

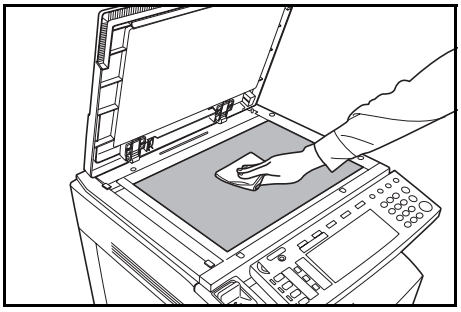
Caution: For safety, always unplug the power cord before cleaning the machine.

Original Platen and Platen

Open the document processor. Wipe the platen and the backside of the document processor with a soft cloth dampened with alcohol or mild detergent.

IMPORTANT: Do not use thinner or other organic solvents.

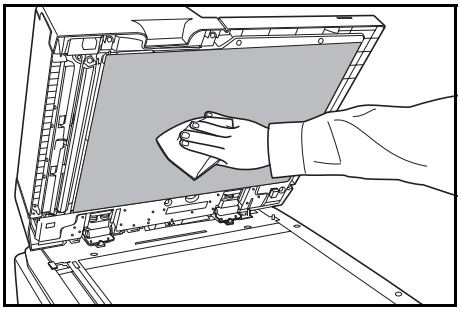


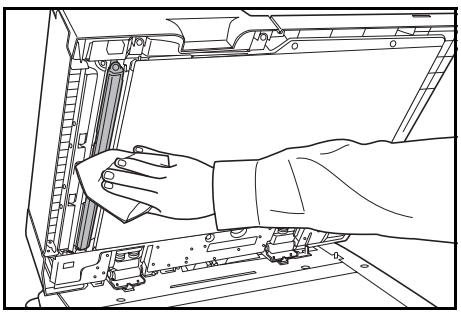


Document Processor (option)

Open the document processor. Wipe the backside of the document processor and the white rollers with a soft cloth dampened with alcohol or mild detergent.

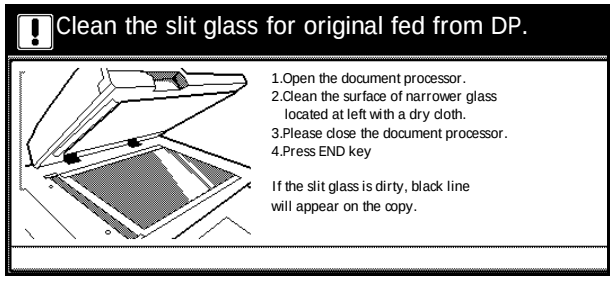
IMPORTANT: Do not use thinner or other organic solvents.





Slit Glass

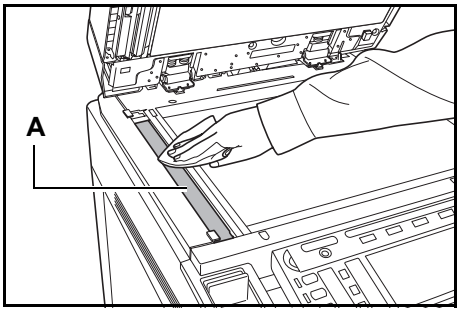
When black streaks or dirt appears in copies when using the optional document processor, clean the slit glass with the included cleaning cloth. The message: *Clean the slit glass for original fed from DP* (*Clean the slit glass for original fed*) may be displayed if the slit glass requires cleaning. After cleaning, press [End].


Clean the slit glass for original fed from DP.
1.Open the document processor.
2.Clean the surface of narrower glass located at left with a dry cloth.
3.Please close the document processor.
4.Press END key
If the slit glass is dirty, black line will appear on the copy.

IMPORTANT: Lightly wipe the slit glass with a dry cloth. To remove adhesive material or ink, apply alcohol to a cloth and wipe lightly. Do not use water, thinner, or organic solvents.

1 Remove the cloth from the cleaning cloth compartment.

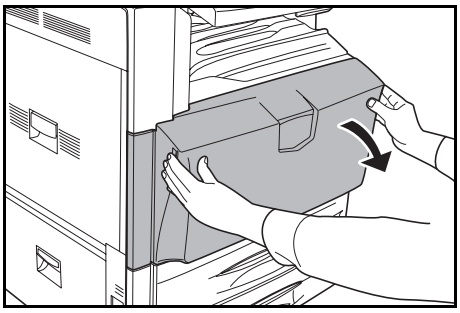
2 Open the document processor and wipe slit glass **A**.



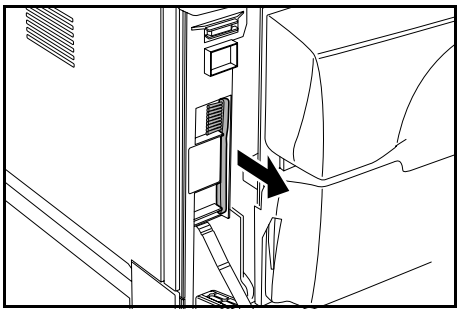
Separator

If wrinkles appear in the output paper, clean the separator.

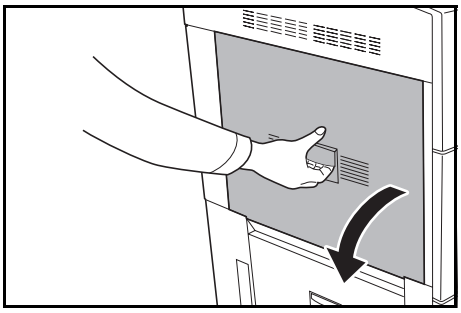
1 Open the front cover.



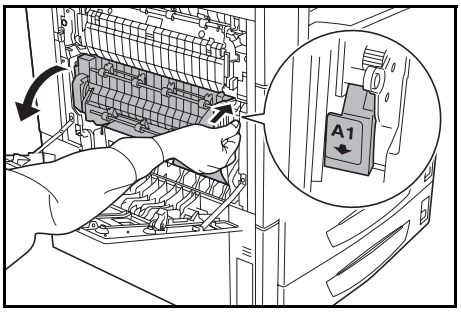
2 Remove the cleaning brush.



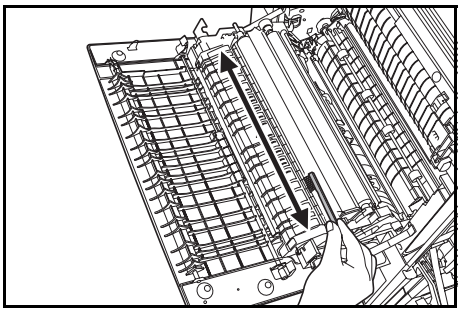
3 Open left cover 1.



4 Open duplex unit **A1**.



5 As shown in the figure, clean dirt from the separator by moving the brush from side to side along the separator.

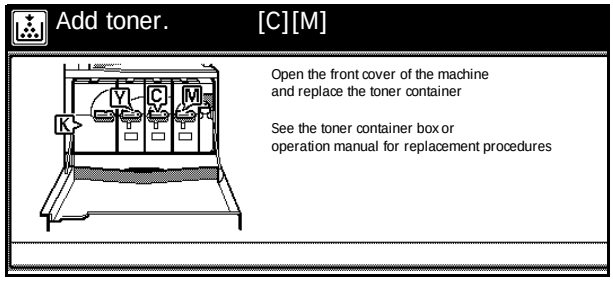


6 Close duplex unit **A1** and left cover 1.

7 Put away the cleaning brush and close the front cover.

Toner Container and Waste Toner Box Replacement

This machine uses 4 types of toner: cyan (C), magenta (M), yellow (Y) and black (K). When the touch panel displays *Add toner. [C] [M] [Y] [K]*, replace the toner container for the color shown. Replace the toner without delay when this message is displayed. When replacing the toner container, also replace the waste toner box.

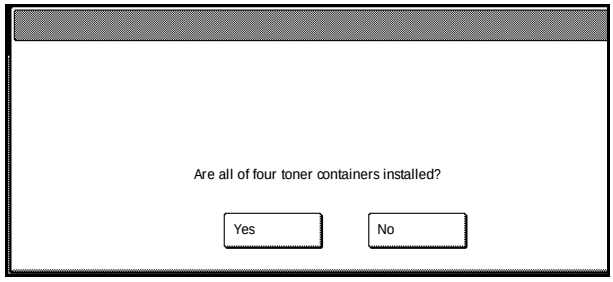

Add toner. [C][M]
Y
C
M
K
Open the front cover of the machine and replace the toner container
See the toner container box or operation manual for replacement procedures

Replace the toner container only if this messages appears.

NOTE: Press [Adding toner] to display the replacement instructions on the touch panel.

If you close the front cover without installing toner containers, a screen asking to check whether the toner containers are installed is displayed on the touch panel.

Open the front cover and check whether all of four toner containers are installed. If all of four toner containers are installed, press [Yes].



IMPORTANT: If you press [Yes] when one or more toner containers are not installed, the machine may be damaged. Be sure to close the front cover after all of four toner containers have been installed.

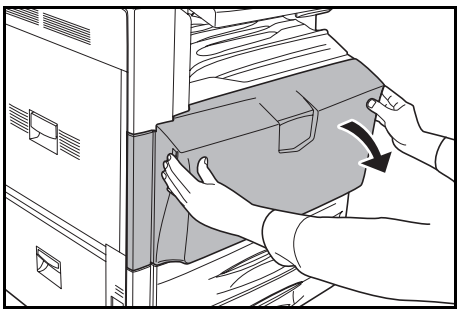
Also if toner containers other than specified by our company are installed, the same check screen is displayed. The machine can be used by pressing [Yes]. To ensure quality, though, it is recommended to use the toner containers specified by our company.

Replacement of black toner is explained here as an example.

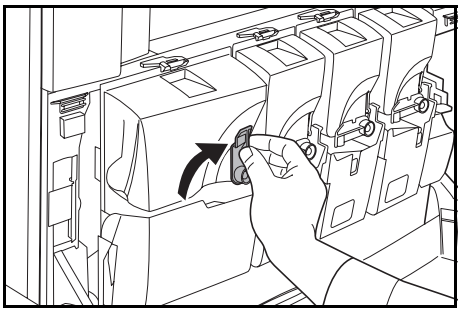
Caution: Do not attempt to incinerate the toner container or the waste toner box. Dangerous sparks may cause burns.

Caution: Do not attempt to force open or destroy the toner container or the waste toner box.

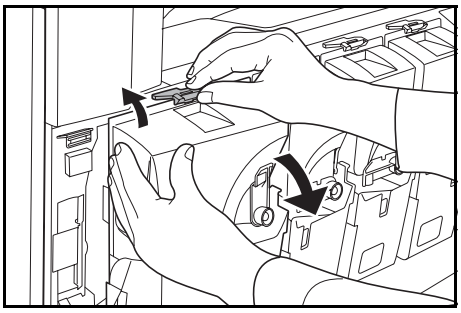
1 Open the front cover.



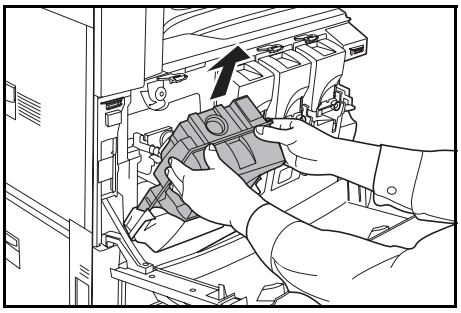
2 Turn the toner container lock lever to the vertical position.



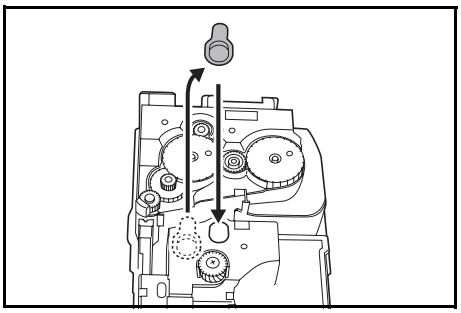
3 Push up the toner container top clip **A** and pull the toner container down towards you.



4 Lift the toner container up and out.



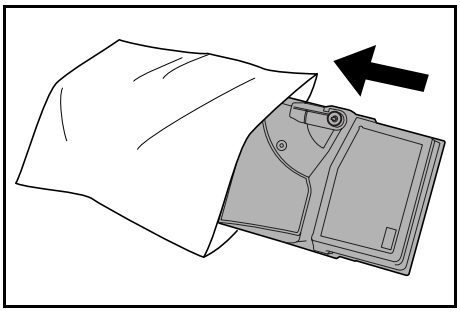
5 Close the pickup opening, with the cap attached to the back side, on the old toner container.



Caution: Do not attempt to incinerate the toner container or the waste toner box. Dangerous sparks may cause burns.

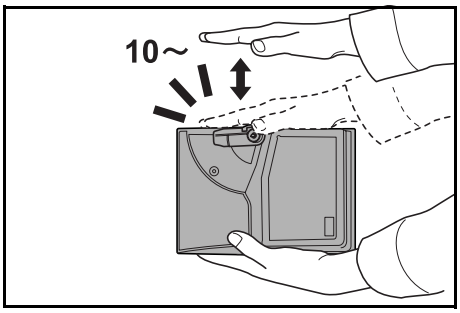
Caution: Do not attempt to force open or destroy the toner container or the waste toner box.

6 Place the used toner container in the provided plastic disposal bag.



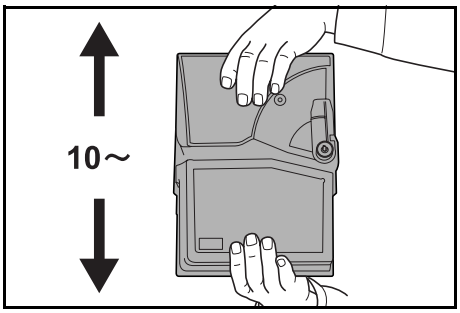
7 Remove the new toner container from the box.

8 Hold the toner container with the toner container lock lever positioned on the top, and tap the top side ten times or more while keeping the container horizontal.

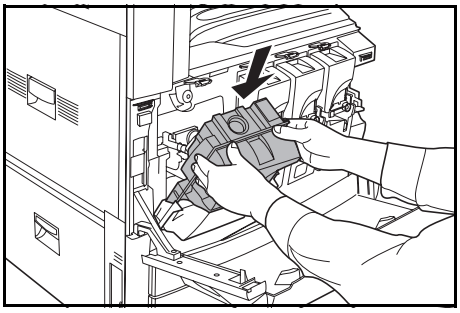


9 Holding the toner container in both hands, hold vertically and shake up and down strongly at least ten times to distribute the toner evenly.

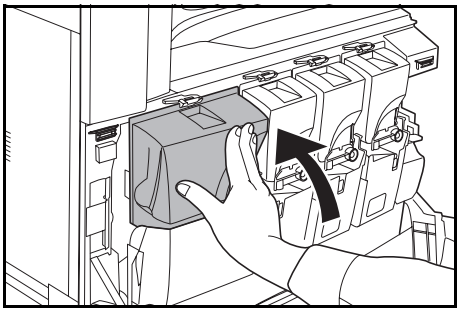
IMPORTANT: Do not install the toner container before shaking it sufficiently. This may cause errors due to insufficient toner replenishment.



10 Insert the new toner container into the machine.

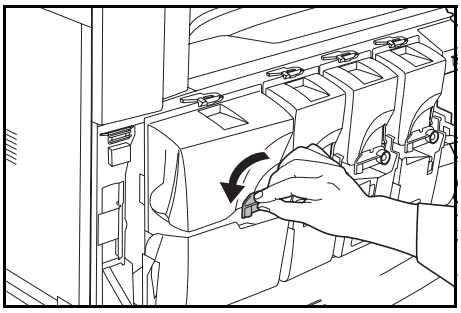


11 Press in the toner container upper portion. There will be an audible ‘click’ when the container is inserted in the correct position.



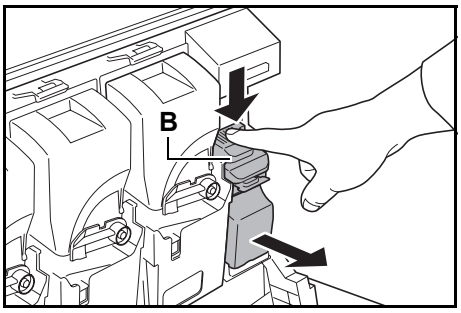
12 Return the toner container lock lever to its original position.

Replace the other toner colors in the same fashion.

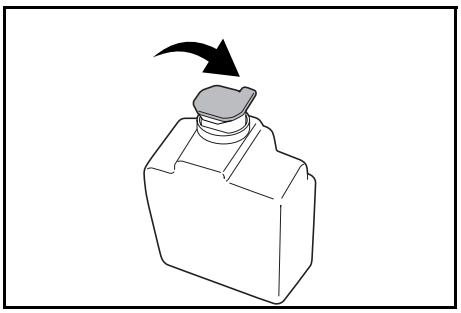


13 Hold down waste toner box release lever **B**, and slowly pull out the waste toner box.

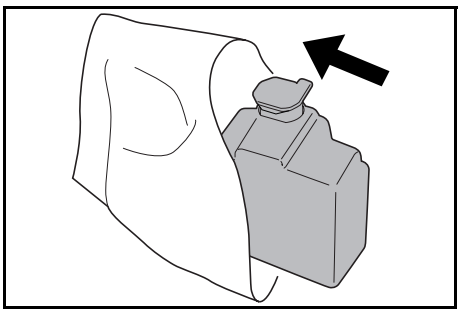
NOTE: Do not turn the removed old waste toner box upside down.



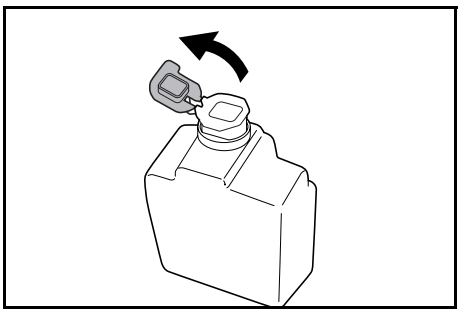
14 As shown in the illustration, seal the old waste toner box with a cap.



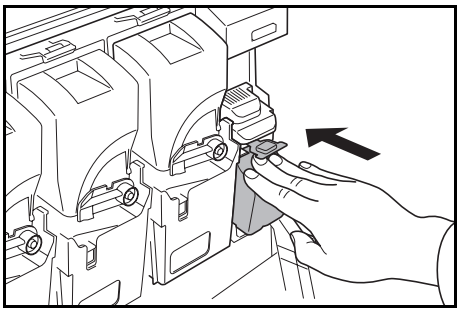
15 Place the used toner container in the provided plastic disposal bag.



16 Remove the cap from the new waste toner box.



17 Install the new waste toner box.



18 Close the front cover.

After use, always dispose of the toner container and the waste toner box in accordance with Federal, State and Local rules and regulations.

6 Troubleshooting

This chapter explains how to solve problems with the machine.

- Solving Malfunctions...6-2
- Responding to Error Messages...6-4
- Clearing Paper Jams...6-15

Solving Malfunctions

The table below provides general guidelines for problem solving.

If a problem occurs with your machine, check the checkpoints and perform procedures indicated on the following pages. If the problem persists, contact your Service Representative.

Symptom	Checkpoints	Corrective Actions	Reference Page
The operation panel does not respond when the machine is turned on (| position).	Is the machine plugged in?	Plug the power cord into an AC outlet.	—
Pressing the **Start** key does not produce copies.	Is a message displayed on the touch panel?	Determine the appropriate response to the message and take action accordingly.	page *6-4*
The original size is not detected properly.	Are the originals loaded correctly?	When placing originals on the platen, place them face-down and align them with the original size indicator plates.	page *2-16*
		Place originals face-up in the optional document processor.	page *2-18*
	Is the machine installed beneath fluorescent lights?	Do not install this machine beneath fluorescent lights.	—
Blank sheets are output.	Are the originals loaded correctly?	When placing originals on the platen, place them face-down and align them with the original size indicator plates.	page *2-16*
		Place originals face-up in the optional document processor.	page *2-18*
	Is the machine installed beneath fluorescent lights?	Do not install this machine beneath fluorescent lights.	—
Printing is too light.	Is the machine set to Manual Exposure mode?	Use the exposure adjustment key to set the correct exposure level.	page *3-6*
	Is the toner distributed evenly within the toner container?	Shake the toner container up and down approximately 10 times.	page *5-5*
	Is there a message indicating the addition of toner?	Replace the toner container.	page *5-5*
	Is the copy paper damp?	Replace the copy paper with new paper.	page *2-2*
Printing is too dark.	Is the machine set to Manual Exposure mode?	Use the exposure adjustment key to set the correct exposure level.	page *3-6*
Copies have a moire pattern (dots grouped together in patterns and not aligned uniformly).	Is the original a printed photograph?	Set the image quality to [Print].	page *3-5*
Copies are not clear.	Did you choose appropriate image quality for the original?	Select an appropriate Image Quality mode.	page *3-5*
	Is the copy paper damp?	Replace the copy paper with new paper.	page *2-2*
	Is special color copy paper being used?	Use special color copy paper.	—
Copies are dirty.	Are the original platen or platen dirty?	Clean the original platen or platen glass.	page *5-2*
Printer output is fuzzy.	Is the copy paper damp?	Replace the copy paper with new paper.	page *2-2*
	Is special color copy paper being used?	Use special color copy paper.	—

Symptom	Checkpoints	Corrective Actions	Reference Page
Printing is skewed.	Are the originals loaded correctly?	When placing originals on the platen, place them face-down and flush against the original size indicator plates.	page *2-16*
		When placing originals in the document processor, align the original width guides securely before placing the originals.	page *2-18*
	Is the paper loaded correctly?	Check the position of the paper width guides.	page *2-2*
Paper jams frequently occur.	Is the paper loaded correctly?	Load the paper correctly.	page *2-2*
	Is the paper of the supported type? Is it in good condition?	Remove the paper, turn it over, and reload it.	page *2-2*
	Is the paper curled, folded, or wrinkled?	Replace the paper with new paper.	page *2-2*
	Are there any loose scraps or jammed paper in the machine?	Remove any jammed paper.	page *6-15*
	Is the copy paper damp?	Replace the copy paper with new paper.	page *2-2*
	Is special color copy paper being used?	Use special color copy paper.	—
Copies from the optional document processor have black lines.	Is the slit glass dirty?	Clean the slit glass.	page *5-2*
Printing is wrinkled.	Is the separator dirty?	Clean the separator.	page *5-3*
	Is the copy paper damp?	Replace the copy paper with new paper.	page *2-2*
	Is special color copy paper being used?	Use special color copy paper.	—
	Is the paper set in a proper orientation?	Change the orientation in which the paper is positioned.	—
Unable to print.	Is the machine plugged in?	Plug the power cord into an AC outlet.	—
	Is the machine switched on?	Turn the main power switch to on (| position).	—
	Is the printer cable connected?	Confirm the printer cable is securely connected.	page *2-21*
	Was the printer switched off when connecting the printer cable?	Switch on the printer after connecting the printer cable.	page *2-21*
	Is the device in Offline mode?	Press the **Printer** key and press [GO] to restore Online mode.	—
Characters are not printed correctly.	Is the printer cable connected?	Confirm the printer cable is securely connected.	page *2-21*
	Are the computer settings configured correctly?	Confirm printer driver and application software settings.	—
Print output is not correct.	Are the computer settings configured correctly?	Confirm printer driver and application software settings.	—

Responding to Error Messages

If the touch panel displays any of these messages, follow the corresponding procedure.

Copy Error Messages

If the Copy mode touch panel displays any of these messages, follow the corresponding procedure.

Error Messages	Checkpoints	Corrective Actions	Reference Page
Close ### cover.	Is the indicated cover open?	Close all covers securely.	—
Check the cover.	Are any covers open? Does the message indicate which cover is open?	Close all covers securely.	—
Close Document processor.	Is the optional document processor open while loading the original?	Close the document processor.	—
Close Document processor cover.	Is the optional document processor's document processor cover open?	Close the document processor cover.	page *6-26*
Set cassette #. (*Close paper cassette #.*)	Is the indicated cassette not fully closed?	Pull out the cassette and push in securely.	—
Open cassette #, check and remove paper from inside of the machine. (*Open cassette #, check and remove paper from inside of machine.*)	—	Completely pull out the indicated cassette and remove any paper inside.	—
Reset feeding unit for paper cassette.	Is the paper feeder securely pushed into the machine?	Pull out the paper feeder and securely push it all the way into the machine.	page *6-19*
Add paper in cassette #. (*Add paper cassette #.*)	Is the indicated cassette out of paper?	Load paper. If the same type of paper is loaded in another cassette in the same orientation, you can press either one of paper selection keys on the left of the touch panel to switch to that cassette for copying.	—
Add paper in the Multipurpose tray. *## size* (*Place paper on the Multipurpose tray.* *## size*)	Is paper of the specified size loaded in the MP tray?	Load paper of the size indicated in the MP tray.	page *2-5*
Add paper in the Multipurpose tray. (*Add paper on the Multipurpose tray.*)	Has all the paper on the MP tray been fed?	Load paper in the MP tray.	page *2-5*
Place transparency in the Multipurpose tray. (*Place transparencies on the Multipurpose tray.*)	Are any transparencies loaded in the MP tray?	Place transparencies on the MP tray.	page *2-5*
Change the size of MP tray.	Is the specified size paper loaded in the MP tray?	Reconfigure the size of the MP tray.	page *2-10*

Error Messages	Checkpoints	Corrective Actions	Reference Page
Check paper size.	Is the specified size paper loaded?	Load paper of a size that can be used.	—
Reposition original.	Is the orientation of the specified paper different from that of the original?	Change the orientation of the original. If you press the **Start** key without doing so, the original will be copied at the current size.	—
Check paper size. Copy paper is not the same size as original. (*Paper size in cassette differs from actual size.* *Check paper size in cassette.*)	Is the specified paper loaded? Or are the settings incorrect?	Load the specified paper. Adjust any settings that are incorrect.	—
Reposition original or change cassette. (*Reset original or select another paper cassette.*)	Is the orientation of the specified paper different from that of the original?	Change the orientation of the original.	—
	Is the copier installed beneath fluorescent lights?	Do not install this machine beneath fluorescent lights.	—
Reset originals in processor.	—	Remove originals from the optional document processor, stack them uniformly and reset them.	page *2-16*
Reset all originals in processor. (*Reset originals in processor.*)	—	Remove originals from the optional document processor, and reset them in the original order.	page *2-16*
Reset all originals in Document Processor. (*Reset originals in Document Processor.*)	Are there any originals left in the optional document processor?	Reset all originals in the optional document processor.	—
Cannot copy this paper type.	Can the specified copy functions be used with the selected paper type?	Select another type of paper.	—
Cannot staple this paper type.	Did you select a paper type that cannot be stapled?	Select another type of paper.	—
Cannot punch this paper type.	Did you select a paper type that cannot be punched?	Select another type of paper.	—
Cannot staple this size. (*Cannot staple this paper size.*)	Is stapling available for the size of the loaded paper? For further details, see the optional document finisher or 3000 sheet document finisher *Operation Guide*.	Change the paper size.	—
Cannot punch this size. (*Cannot punch this paper size.*)	Is punching available for the size of the loaded paper? For further details, refer to the optional 3000 sheet document finisher *Operation Guide*.	Change the paper size.	—
Cannot staple. *## :maximum capacity (Staple)* (*Cannot staple.* *## :Max. staples*)	Is the maximum page quantity for stapling exceeded? For further details, see the optional document finisher or 3000 sheet document finisher *Operation Guide*.	Decrease the number of sheets to be stapled to less than the maximum staple sheet count.	—
The top tray is full of paper. Remove paper, and press "Start" key.	During copying, is the maximum capacity of the output tray exceeded?	Remove some pages from the output tray and press the **Start** key. Printing continues.	—

Error Messages	Checkpoints	Corrective Actions	Reference Page
The top tray is full of paper. Remove paper, and press "Continue" key.	During printing, is the maximum capacity of the output tray exceeded?	Remove some pages from the output tray and press [Continue]. Printing continues.	—
Finisher paper capacity exceeded. (Tray #) Remove paper, and press "Start" key.	During copying, is the maximum capacity of the optional document finisher or 3000 sheet document finisher output tray exceeded?	Remove some pages from the optional document finisher or 3000 sheet document finisher and press the **Start** key. Printing continues.	—
Finisher paper capacity exceeded. (Tray #) Remove paper, and press "Continue" key.	During printing, is the maximum capacity of the optional document finisher or 3000 sheet document finisher output tray exceeded?	Remove some pages from the optional document finisher or 3000 sheet document finisher and press [Continue]. Printing continues.	—
Remove paper. Finisher tray.	Is the maximum capacity of the optional document finisher output tray exceeded?	Remove some pages from the optional document finisher.	—
These functions cannot be combined.	Have you selected functions that cannot be used together?	Check the settings.	—
Insert key counter.	Is the key counter inserted correctly?	Insert the key counter securely and completely.	—
Memory full	—	The current copy cannot be processed because there is no more copy memory free space, or the number of original pages exceeded the maximum 999 pages. When the following message is displayed select the resolution method. [Cancel]: Cancels copying. [Continue]: Copies up to the last scanned page.	—
Toner will be empty soon. [C], [M], [Y], [K]	—	The toner container will need to be replaced soon. Prepare the replacement toner container for the indicated color.	page *5-5*
Ready to copy. Add toner. [C], [M], [Y], [K]	—	The machine is running low on toner; only one page may be printed at a time. Prepare the replacement toner container.	page *5-5*
Add toner. [C], [M], [Y], [K]	—	Replace the toner container for the indicated color.	page *5-5*
Image cycle. (*Now adding toner.*)	—	Toner replenishment is in progress. Wait until the process is completed.	—
Please wait. Now in the fusing temperature adjustment process.	—	Performing internal maintenance. Wait until the process is completed.	—
Check waste toner box.	Is the waste toner box securely fastened?	Securely fasten the waste toner box.	page *5-5*
Replace the waste toner box.	—	Replace the waste toner box.	page *5-5*
Clean the slit glass for original fed from DP. (*Clean the slit glass for original fed.*)	—	Rub the slit glass with the included dry cleaning cloth.	page *5-3*

Error Messages	Checkpoints	Corrective Actions	Reference Page
Check the waste punch box. (*Check Punch Hole box.*)	Is the optional 3000 sheet document finisher waste punch box securely fastened?	Refer to the optional 3000 sheet document finisher *Operation Guide* to securely fasten the waste punch box.	—
Empty waste punch box.	Is the container for hole punch waste paper in the optional 3000 sheet document finisher full?	Refer to the optional 3000 sheet document feeder *Operation Guide* to empty the waste punch box.	—
Out of staples. *Add staples.* (*Stapler empty.* *Add staples.*)	Is the optional document finisher or 3000 sheet document finisher out of staples?	Refer to the optional document finisher or 3000 sheet document finisher *Operation Guide* to refill staples.	—
Time for maintenance.	—	Periodic maintenance is required to keep your machine in good condition. Contact your Service Representative or Authorized Service Center promptly.	—
Paper misfeed.	—	If a paper jam occurs, the location of the jam will be indicated on the touch panel and the machine will stop. Leave the machine switched on (| position) and follow the instructions to remove the jammed paper.	page *6-15*
Remove paper from inner tray of Finisher.	Is there any paper left in the optional document finisher or 3000 sheet document finisher?	Remove all paper left in the optional document finisher or 3000 sheet document finisher.	—
Remove paper from the folding unit of the finisher.	Is there any paper left in the folding unit of the optional 3000 sheet document finisher?	Refer to the optional 3000 sheet document finisher *Operation Guide* to remove all paper left in the ejection section of the folding unit.	
Staple jam.	Is the optional document finisher or 3000 sheet document finisher experiencing a staple jam?	Refer to the optional document finisher or 3000 sheet document finisher *Operation Guide* to remove the jammed staple.	—
System error. *Call service.*	Is it re-displayed after opening and closing the front cover, turning off and on the main power switch, and plugging out and plugging in the power plug in the power outlet?	Make a note of this message (*C* followed by a number). Turn off the machine (O position), unplug the power cord, and contact your Service Representative or Authorized Service Center.	—
Paper cassette is out of order. *Select another paper cassette.* (*Paper cassette is out of order.* *Select other paper cassette.*)	—	The cassette in use has a problem and is temporarily unavailable. Contact your Service Representative or Authorized Service Center promptly. To continue copying, use another cassette.	—
System error. *Main Power Switch Off / On.*	—	A system error has occurred. Turn the main power switch off and on again.	—
HDD error. *Cannot activate Job Accounting mode.*	Is it re-displayed after opening and closing the front cover, turning off and on the main power switch, and plugging out and plugging in the power plug in the power outlet?	A hard disk error has occurred. Contact your Service Representative or Authorized Service Center.	—

Error Messages	Checkpoints	Corrective Actions	Reference Page
Please wait. *Remote edit.*	Is Job account editing being done from a network connected computer?	Copying is not possible until editing is complete.	—
Security key is not recognized. *Not available.*	Is it re-displayed after opening and closing the front cover, turning off and on the main power switch, and plugging out and plugging in the power plug in the power outlet?	Contact your Service Representative or Authorized Service Center.	—

Printer Error Messages

If the Printer mode touch panel displays any of these messages after pressing the **Printer** key, follow the corresponding procedure.

Error Messages	Checkpoints	Corrective Actions	Reference Page
Load Paper. *## size (##)*	Does the print data match the feed paper size and paper type?	Replace the size or type of source paper. To change the paper source, select paper source from the touch panel and press [GO]. To print on the loaded paper, press the **Printer** key and press [GO]. To cancel printing, press the **Printer** key and press [Cancel].	page *2-2*
Use alternative? *Press GO.*	—	Displayed when paper source is changed. Press [GO].	—
Set paper Press GO.	—	This mode supplies paper one sheet at a time even if multiple sheets have been loaded. To feed each sheet, press [GO].	—
Load Paper.	Is the paper source empty?	Load more paper.	page *2-2*
Out of staples. *Add staples.* (*Stapler empty.* *Add staples.*)	Is the optional document finisher or 3000 sheet document finisher out of staples?	Refer to the optional document finisher or 3000 sheet document finisher *Operation Guide* to refill staples.	—
Call service.	—	An internal error has occurred. Contact your Service Representative or Authorized Service Center.	—
Account ID mismatch.	—	No matching ID-code found. Verify the registered ID-code using the driver.	—
Error has occurred. Change to printer screen and check.	—	Shown when a printer error has occurred when other modes are currently being displayed. Press the **Printer** key to switch to the printer screen and display the specific error message.	—
Option interface error *Code: ##*	Is the installed option interface slot incorrect?	Switch the main power switch to off (○ position) and install in the correct slot.	—

Error Messages	Checkpoints	Corrective Actions	Reference Page
File not found Press GO.	—	A file error has occurred. Press [GO].	—
Warning image adapt.	—	Printing not possible at currently set resolution due to insufficient memory. Add memory to the printer or change the print resolution.	—
Print overrun Press GO.	—	Overrun has occurred due to insufficient memory. Press the **Printer** key to switch to printer mode. Press [GO] to continue printing. Press [Cancel] to cancel printing. If resume time has been configured for Auto Continue, printing resumes automatically after the set time has elapsed. After displaying this message, Page Protect mode is automatically set to [On].	—
Memory overflow Press GO.	—	The current print job cannot be processed due to insufficient free memory. Press the **Printer** key to switch to printer mode. Press [GO] to continue printing. The remaining pages will be printed up to the final processed data. Press [Cancel] to cancel printing. If RAM Disk is enabled, decrease the RAM disk size. Additional printer memory is recommended if this error frequently occurs. For additional printer memory, contact your Service Representative or Authorized Service Center. If resume time has been configured for Auto Continue, printing resumes automatically after the set time has elapsed.	—
Interface is occupied.	Is the selected interface currently in use?	Try the operation again later.	—
Opt. ROM error Press GO.	—	An option ROM read error has occurred. Press the **Printer** key and press [GO]. The error is cleared.	—
Check the waste punch box. (*Check Punch Hole box.*)	Is the optional 3000 sheet document feeder waste punch box securely fastened?	Refer to the optional 3000 sheet document feeder *Operation Guide* to securely fasten the waste punch box.	—

Scanner Error Messages

If the Scanner mode touch panel displays any of these messages after pressing the **Scanner** key, follow the corresponding procedure.

Error Messages	Checkpoints	Corrective Actions	Reference Page
Unable to use scanner.	Is the network cable connected properly?	Confirm the network cable is properly connected. If the scanner has just been started, try again later (approximately 2 minutes).	—
This name is already in use. Input new name again.	—	Change the name and re-enter.	—
This number is already in use. Input new number again.	—	Change the number and re-enter.	—
Registration full. You can not add any more. (*Registration full. Cannot register anymore.*)	—	Delete unnecessary entries before registering a new entry.	—
E-mail size, exceeds data capacity. (*E-mail size exceeds send capacity limit.*)	—	Resend after decreasing the number of sheets to be transmitted or decreasing resolution.	—
Destination address is not being registered. (*This number is not registered. Input number again.*)	—	The specified number does not exist. Check the number and try again.	—
Unable to find SMTP server. Contact administrator.	Is the network cable connected properly?	Confirm the network cable is properly connected. If the scanner has just been started, try again later (approximately 2 minutes).	page *2-21*
	Is the SMTP server running?	Contact your system administrator or support personnel.	—
SMTP Authentication error. Contact Administrator.	Have the correct login account name and password for SMTP authentication been set?	Contact your system administrator or support personnel.	—
Unable to find PC for personal address list. Check the PC.	Is Address Book for Scanner running on the computer?	Launch Address Book for Scanner.	—
	Is the network properly connected on the specified computer?	Confirm the computer is properly connected to the network.	—
	Is the network cable properly connected to the scanner network interface?	Confirm the network cable is properly connected to the scanner network interface.	page *2-21*
Network scanner system error.	—	Switch the device off and back on again.	—
Communication error.	Scan to PC: Sending computer status.	Try retransmitting.	—
	E-Mail Send: Is the SMTP server running?	Contact your system administrator.	—
	Database Connection: Save destination computer status.	An unsupported response was received from DB Assistant. Check the computer running DB Assistant.	—
Destination PC's system error.	Sending PC computer status.	Try retransmitting.	—

Error Messages	Checkpoints	Corrective Actions	Reference Page
The file was not saved. Check the destination PC.	Has the maximum hard disk usage set by Scanner File Utility at the sending PC been exceeded?	Increase available space and try again.	—
	Are you trying to from multiple scanners using the same filename?	Try again later or change the filename.	—
Destination PC is in use. Try again later.	—	A connection currently exists between the sending PC and a scanner. Try retransmitting later.	—
PC's version of personal address list is different. Contact administrator.	Is the Address Book for Scanner version different?	Contact your system administrator or support personnel.	—
PC of personal address list is in use. Try again later. (*PC's version of personal address list is in use. Try again later.*)	—	A connection current exists between the specified Address Book for Scanner and a scanner. Try making the selection again later.	—
Sender (user) is not registered. Contact administrator.	Is the sender (user) registered as User No. 001 in the scanner's sender (user) list?	Create a new user number 001 entry or select another user after setting the scanner default for *Selec. of senders (user)* to [Off].	page *2-34*
No Destination address being registered. (*Destination address has not being registered.*)	Is the specified destination registered?	Create a new entry or select another destination.	—
Wrong password. (*Incorrect password.*)	—	Enter the correct password.	—
Check domain name and host name.	Scanner domain name, host name not set.	Check if domain name and host name have been configured.	page *2-32*
Overflow of original pages. Scanned documents were sent.	Limit of 999 pages that can be sent at 1 time has been exceeded.	Send the excess pages separately. Depending on 2-sided or book original settings, the maximum sheets that can be sent may be 998 pages.	—
Check the DB Assistant PC. Contact administrator.	—	DB Assistant not found. Make sure that DB Assistant is running on the computer which has DB Assistant installed.	—
DB Assistant Server version is different. Contact administrator.	Is the DB Assistant version different?	Contact your system administrator or support personnel.	—
DB Assistant Server error. Contact administrator.	—	An error has occurred with DB Assistant or the computer running DB Assistant. Communication cannot continue. Check the computer running DB Assistant.	—
DB Assistant Server is in use. Try again later.	—	DB Assistant currently connected to another scanner. Try connecting again later.	—

Error Messages	Checkpoints	Corrective Actions	Reference Page
Unable to find FTP server. Contact administrator.	Is the network cable connected properly?	Confirm the network cable is properly connected.	page *2-21*
	Is the FTP server running?	Contact your server administrator or support personnel.	—
Unable to Log in to the FTP Server.	—	FTP server login failed. Make sure username and password have been configured.	page *2-35*
The Path attempted to use for saving does not exist.	—	Save folder does not exist or path to save folder is incorrect. Verify that the FTP server save folder and the path registered in the machine match.	page *2-35*
Error occurred at FTP Server. Please contact Administrator.	—	FTP server returned an unexpected error. Unable to save. Ask your server administrator to verify that the logged in user account has write permissions.	—
Unable to find POP3 server. Contact Administrator.	Is the network cable connected properly?	Confirm the network cable is properly connected.	page *2-21*
	Is the POP3 server running?	Start the POP3 server.	—

Scanner Error Codes

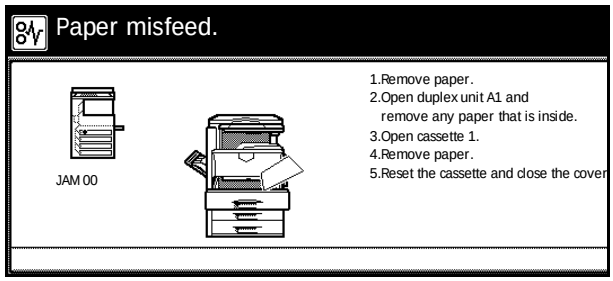
Below is a list of scanner send log error codes and their corrective actions.

Error code	Detail contents	Corrective Actions	Reference Page
E001	User initiated cancel during send.		—
E010	Connection to destination PC lost during data transmission (an error greater than E011 has occurred that cannot be further categorized). Or, connection to the computer running Address Book for Scanner (Private Address Book) has been lost.	• Confirm that there is no link fault by checking whether the network cable is properly connected. • Check that the destination PC is running properly.	page *2-21*
E011	Transmission aborted due to error in transmitted image data.	Retry the operation.	—
E012	Access to Address Book for Scanner (Private Address Book) data during image transmission was lost due to a line fault.	Check that the computer running Address Book for Scanner (Private Address Book) is properly connected.	—
E020	Connection to SMTP server lost while opening E-mail transmission.	Confirm that there is no link fault by checking whether the network cable is properly connected. Otherwise, ask your system administrator or support personnel to check that the SMTP server is working properly.	page *2-21*
E022	Recipient(s) list includes e-mail address not recognizable by SMTP server.	Check that the destination e-mail address has been correctly entered.	—
E023	SMTP server not functioning correctly.	Ask system administrator or support personnel to verify SMTP server is functioning properly.	—
E030	Unable to recognize destination PC. Scanner File Utility not running or already connected to another scanner.	• Verify that Scanner File Utility is running on the destination PC and if it is currently connected to another scanner. • Confirm that there is no link fault by checking whether the network cable is properly connected.	page *2-21*
E031	Scanner password and destination PC password do not match when preparing for image transmission.	Check the destination PC password.	—
E032	During Scan to PC, destination PC hard disk usage limit exceeded.	Try again after increasing available space on the destination PC hard disk.	—
E033	Version of the Scanner File Utility is different.	Check the Scanner File Utility version.	—
E034	Scanner File Utility connected to another scanner. Send failed.	Try Scan to PC again after closing connection to another scanner.	—
E035	No match for Scanner File Utility folder number during group send. Configuration change was made during send operation.	Check the Scanner File Utility settings.	—
E036	During scanned image compression, compressed data overran available memory.	Decrease data size as follows and try again. • Decrease resolution. • Set image quality to OCR. • Decrease number of pages scanned in one operation.	—

Error code	Detail contents	Corrective Actions	Reference Page
E039	Invalid command received from computer during Scan to PC. An unexpected condition has occurred on the destination PC.	• Check that the Scanner File Utility on the destination PC is running properly. • Confirm that no other programs to receive network data are running on the computer other than Scanner File Utility. • Resolve the error condition on the destination PC.	—
E059	Command received from computer is invalid. An error condition on the computer running Address Book for Scanner (Private Address Book).	• Confirm that Address Book for Scanner (Private Address Book) is running properly on the destination PC. • Confirm that no other programs to receive network data are running on the computer other than Address Book for Scanner (Private Address Book). • Resolve the error condition on the destination PC.	—
E061	An error has occurred for one of the group members (destinations) when group is selected during E-Mail Send or Scan to PC.	Check the group member (destination)'s computer and clear the error condition, if any.	—
E080	The network cable is not connected properly.	Confirm the network cable is properly connected. Also, ask system administrator or support personnel to verify FTP server is functioning properly.	page *2-21*
E081	FTP server login failed.	Make sure username and password have been configured.	page *2-35*
E082	Save folder does not exist or path to save folder is incorrect.	Verify that the FTP server save folder and the path registered in the machine match.	page *2-35*
E083	FTP server returned an unexpected error. Unable to save.	Ask your server administrator to verify that the logged in user account has write permissions.	—
E090	POP3 server not found.	• Check that the POP3 server is running properly. • Confirm that there is no link fault by checking whether the network cable is properly connected.	page *2-21*
E101	Error occurred when multiple destinations selected.	Check for error for each individual selection and resolve the error condition.	—

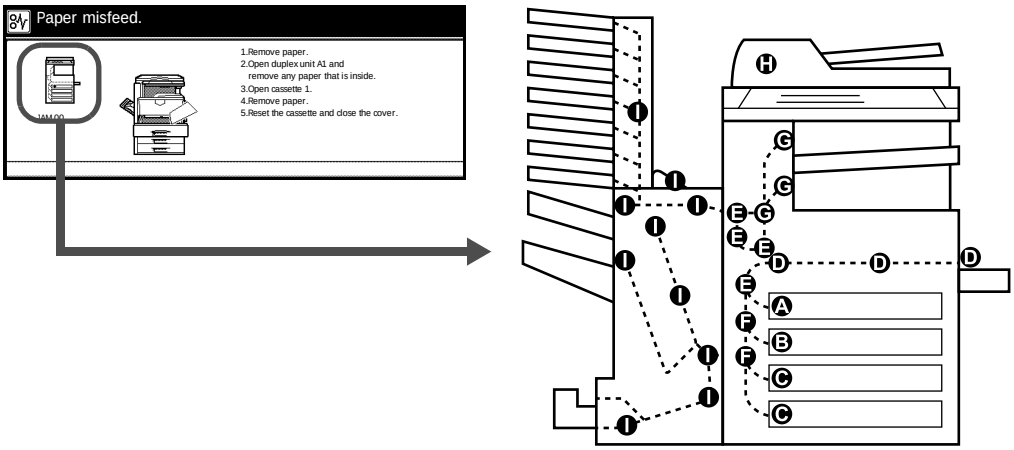
Clearing Paper Jams

If a paper jam occurs, the touch panel will display *Paper misfeed* and the copying will stop. Refer to these procedures to remove the jammed paper.



Jam Location Indicators

When a paper jam occurs, the jam location indicators and corrective action are displayed. Jam location indicators indicate the paper jam position, as shown below.



Jam Location Indicators	Paper Jam Location	Reference Page
A	Cassette 1	page *6-16*
B	Cassette 2	page *6-17*
C	Cassette 3, 4 (option)	page *6-18*
D	MP Tray	page *6-19*
E	Left Cover 1 Interior	page *6-23*
F	Left Cover 2 Interior	page *6-24*
G	Fixing Unit	page *6-24*
H	Document Processor (option)	page *6-26*
I	Document Finisher (option)	page *6-27*

After clearing the jam, the machine will warm up again and the error message will be cleared. The machine resumes from the page on which the jam occurred.

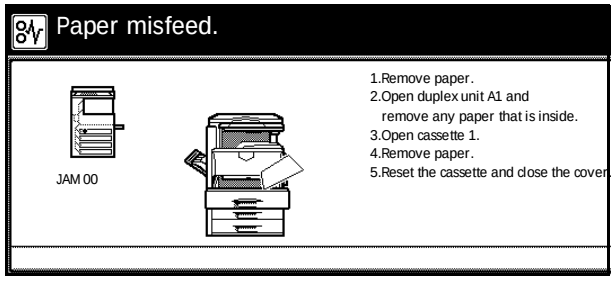
Paper Jam Precautions

- Do not reuse paper cleared from a jam.
- If the paper was torn during removal, be sure to remove any loose scraps of paper from the machine inside. Scraps of paper left in the machine may cause subsequent jamming.
- Jammed paper from the document finisher (option) or 3000 sheet document finisher (option) will be fed out again. Do not return this paper to the document finisher tray.

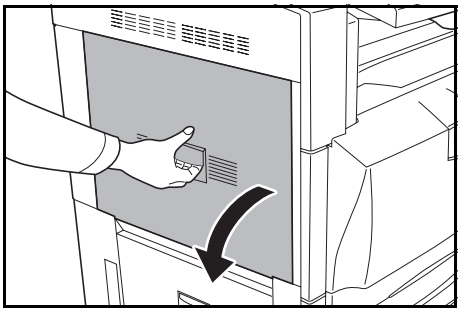
Caution: The fixing unit of this product is extremely hot. Take sufficient care when working in this area, as there is a danger of getting burned.

Cassette 1

Follow the steps below to clear Cassette 1 jams.

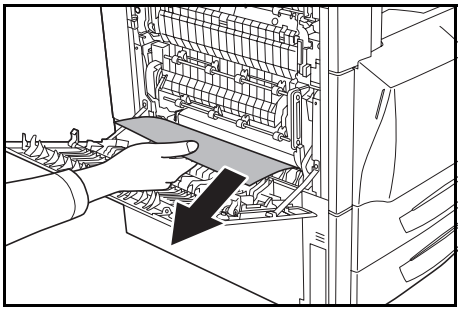


1 Open left cover 1.

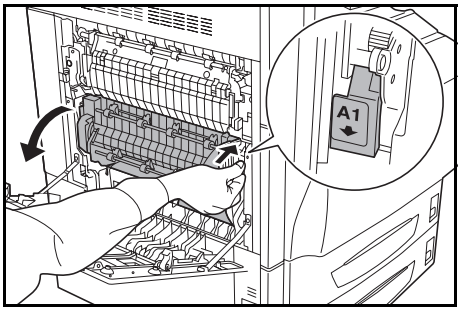


2 Remove any jammed paper.

If the paper tears, remove any loose scraps from the machine.

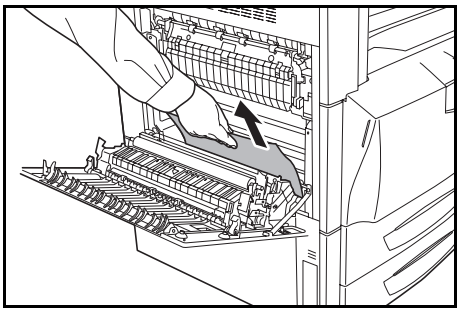


3 Open duplex unit **A1**.

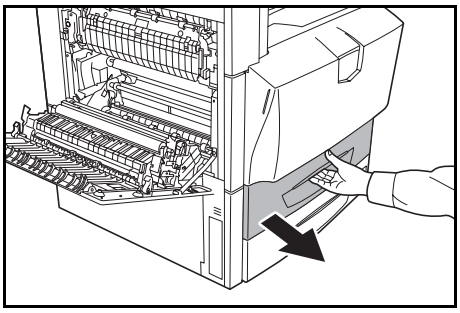


4 Remove any jammed paper.

If the paper tears, remove any loose scraps from the machine.

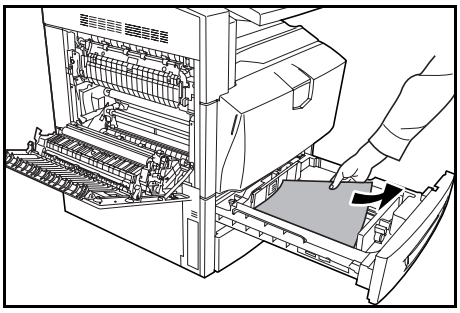


5 Pull out Cassette 1.



6 Remove any jammed paper.

If the paper tears, remove any loose scraps from the machine.

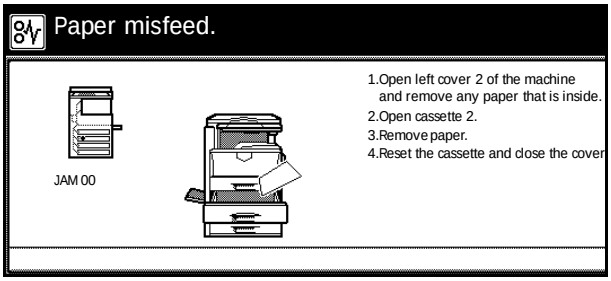


7 Securely push Cassette 1 back in place.

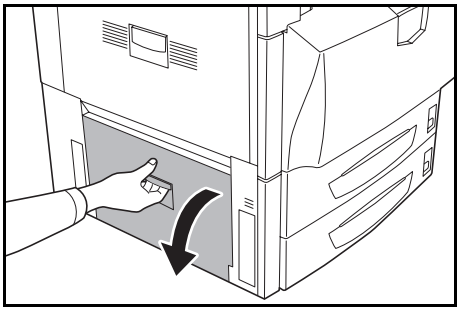
8 Close duplex unit **A1** and left cover 1.

Cassette 2

Follow the steps below to clear Cassette 2 jams.

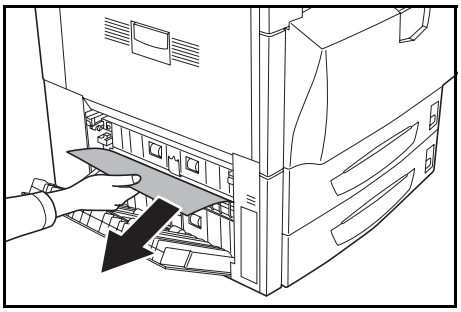

Paper misfeed.
JAM 00
1.Open left cover 2 of the machine and remove any paper that is inside.
2.Open cassette 2.
3.Remove paper.
4.Reset the cassette and close the cover.

1 Open left cover 2.

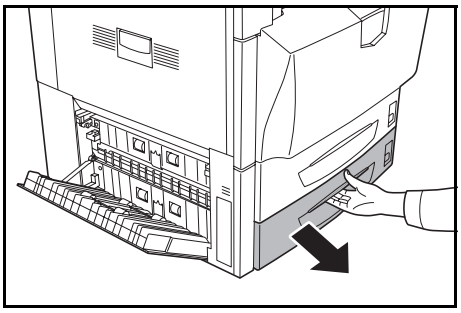


2 Remove any jammed paper.

If the paper tears, remove any loose scraps from the machine.

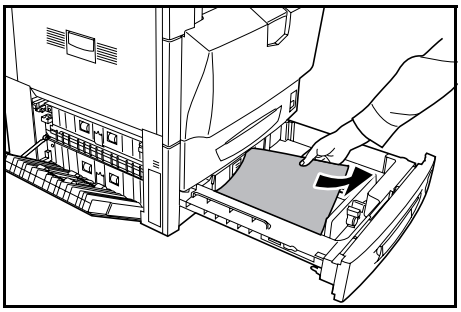


3 Pull out Cassette 2.



4 Remove any jammed paper.

If the paper tears, remove any loose scraps from the machine.

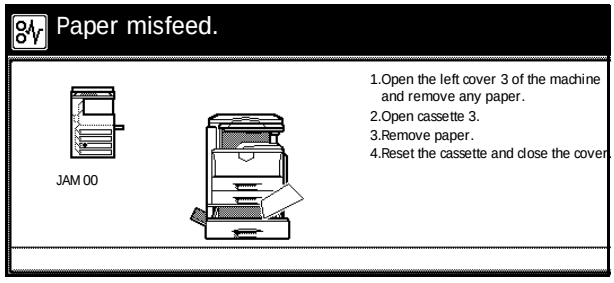


5 Securely push Cassette 2 back in place.

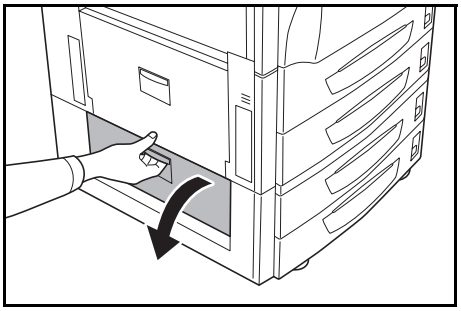
6 Close left cover 2.

Cassette 3, 4 (option)

Follow the steps below to clear paper jams when using the optional paper feeder or 3000 sheet paper feeder and a jam occurs in Cassettes 3 or 4.

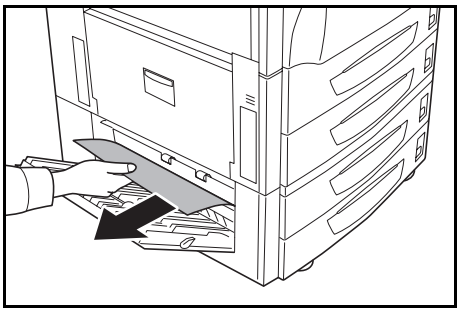

Paper misfeed.
JAM 00
1.Open the left cover 3 of the machine and remove any paper.
2.Open cassette 3.
3.Remove paper.
4.Reset the cassette and close the cover.

1 Open left cover 3.

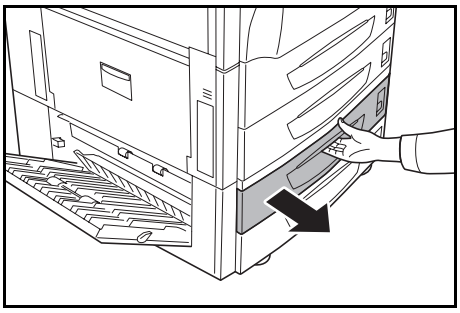


2 Remove any jammed paper.

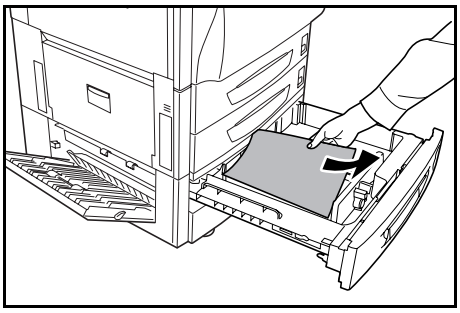
If the paper tears, remove any loose scraps from the machine.



3 Pull out the cassette in use.



4 Remove any jammed paper.

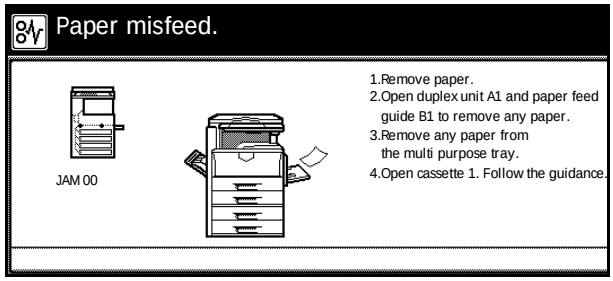


5 Push the cassette back in securely.

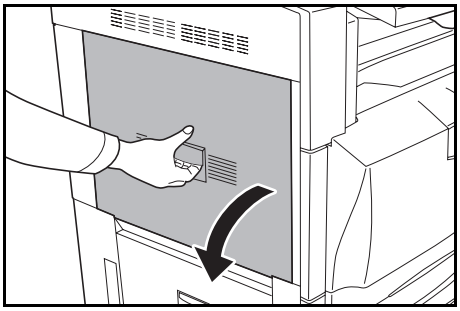
6 Close left cover 3.

MP Tray

Follow the steps as below to clear paper jams in the MP tray.

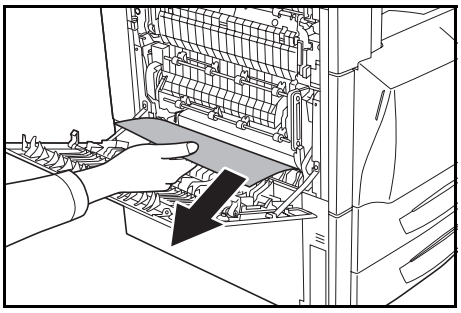

Paper misfeed.
JAM 00
1.Remove paper.
2.Open duplex unit A1 and paper feed guide B1 to remove any paper.
3.Remove any paper from the multi purpose tray.
4.Open cassette 1. Follow the guidance.

1 Open left cover 1.

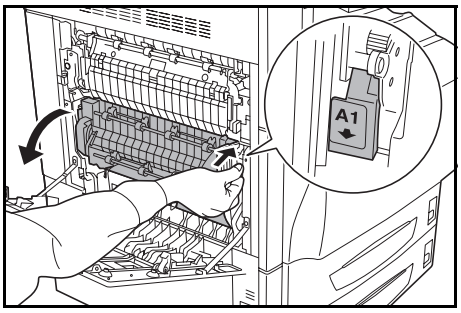


2 Remove any jammed paper.

If the paper tears, remove any loose scraps from the machine.

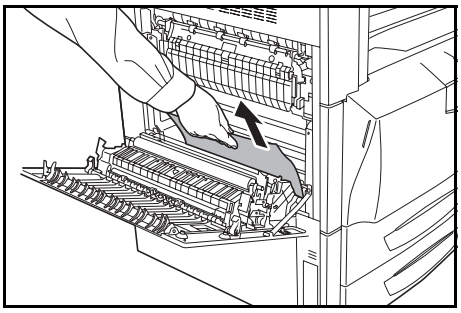


3 Open duplex unit **A1**.

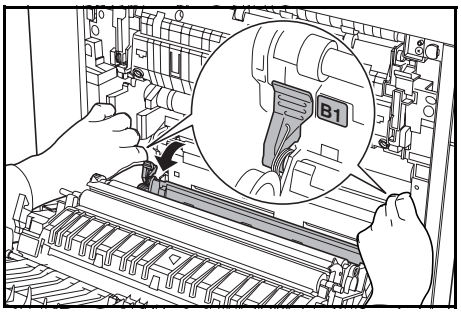


4 Remove any jammed paper.

If the paper tears, remove any loose scraps from the machine.



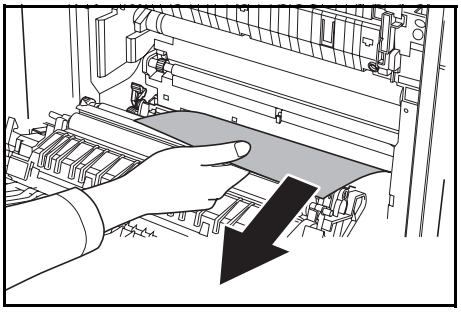
5 Open feed guide **B1**.



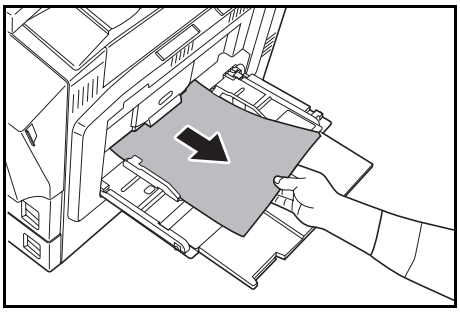
Caution: The fixing unit of this product is extremely hot. Take sufficient care when working in this area, as there is a danger of getting burned.

6 Remove any jammed paper.

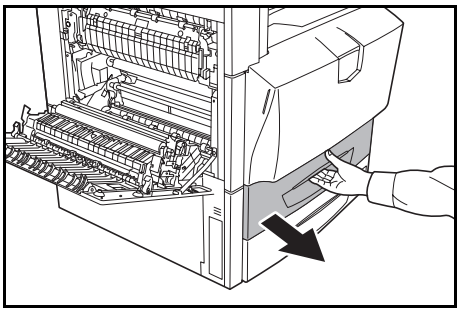
If the paper tears, remove any loose scraps from the machine.



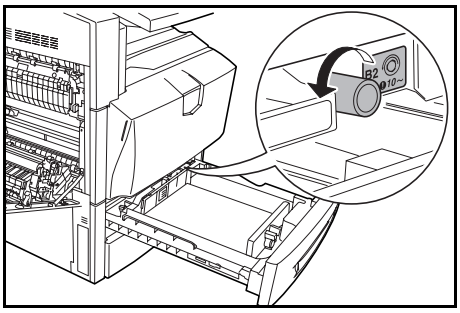
7 Remove all paper from the MP tray.



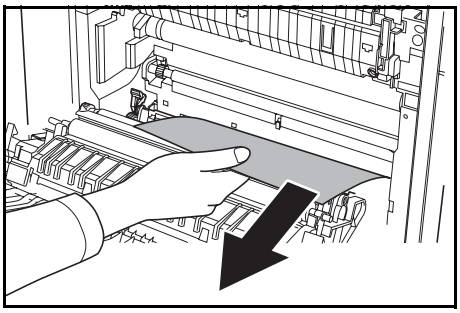
8 Pull out Cassette 1.



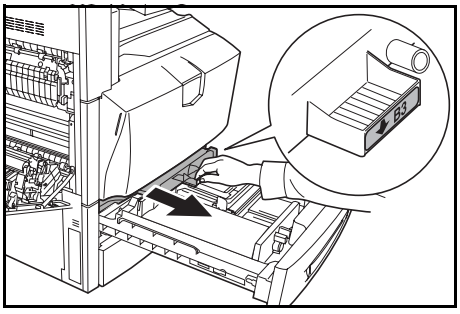
9 Rotate Handle **B2** to the left at least 10 times. Jammed paper will be fed inside the left cover.



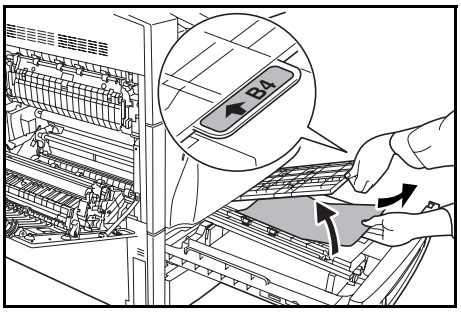
10 Remove any jammed paper. Follow the steps below if unable to remove jammed paper.



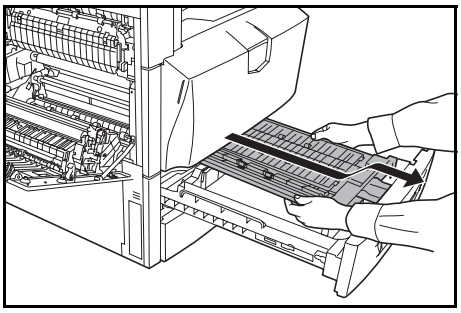
11 Pull out paper feed unit **B3**.



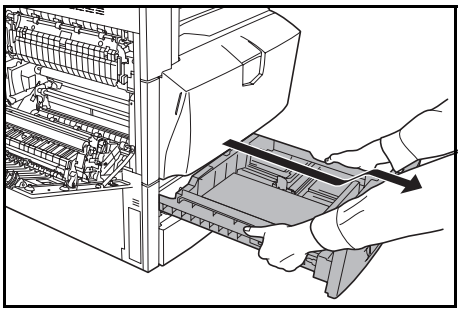
12 Open the cover **B4** and remove the jammed paper.



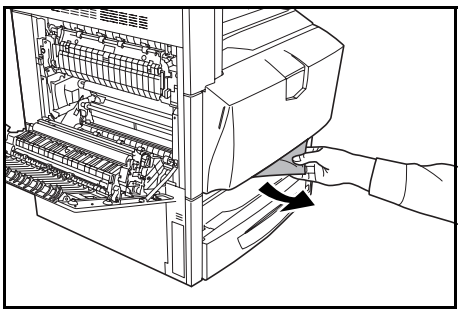
13 If the paper tears, pull paper feed unit **B3** out fully, lift upward and remove.



14 Pull Cassette 1 out fully, lift upward and remove.



15 Remove any jammed paper.



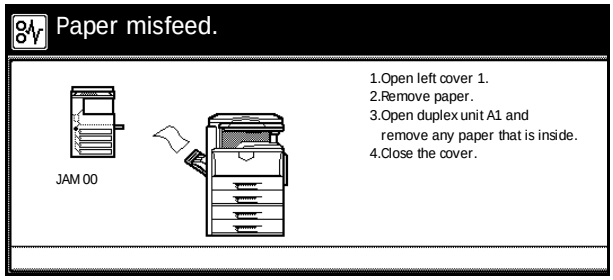
16 Return Cassette 1 and paper feed unit **B3** to their original positions.

17 Close feed guide **B1**, duplex unit **A1** and left cover 1.

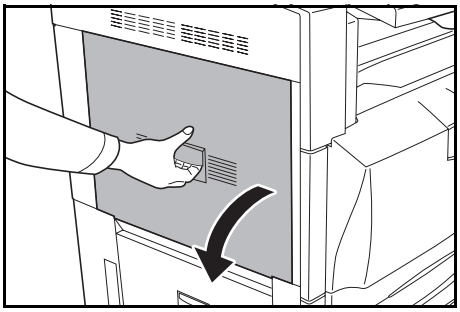
18 Reload the paper in the MP tray.

Left Cover 1 Interior

Follow the steps below to clear jams occurring inside left cover 1.

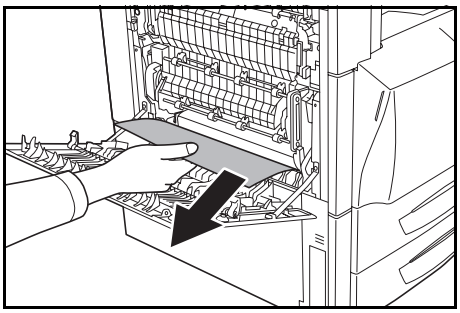


1 Open left cover 1.

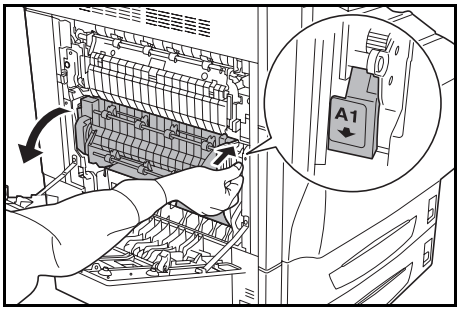


2 Remove any jammed paper.

If the paper tears, remove any loose scraps from the machine.

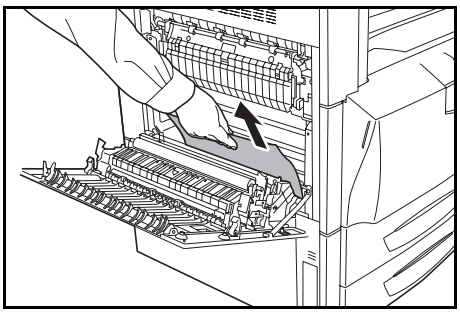


3 Open duplex unit **A1**.



4 Remove any jammed paper.

If the paper tears, remove any loose scraps from the machine.

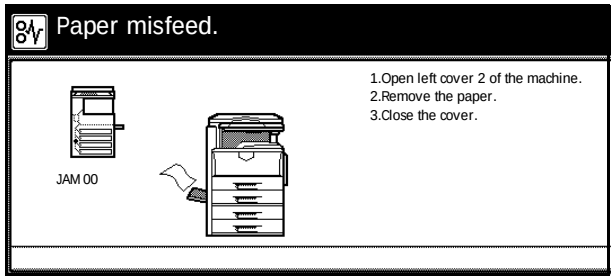


5 Close duplex unit **A1** and left cover 1.

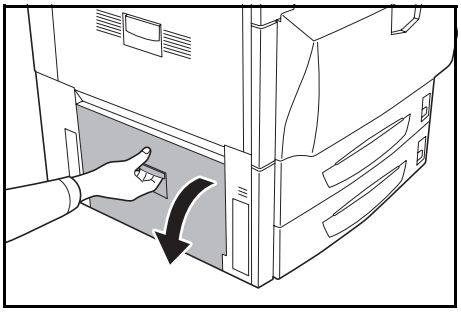
Left Cover 2 Interior

Follow the steps below to clear jams occurring inside left cover 2.

Follow the steps below at left cover 3 to clear paper jams when using the optional paper feeder or 3000 sheet paper feeder and a jam occurs in Cassette 3.

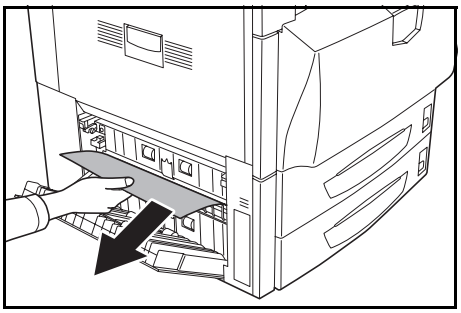


1 Open left cover 2.



2 Remove any jammed paper.

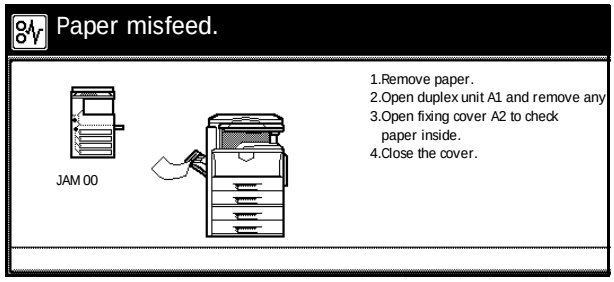
If the paper tears, remove any loose scraps from the machine.



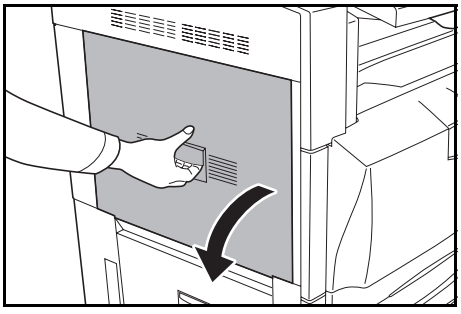
3 Close left cover 2.

Fixing Unit

Follow the steps as below to clear paper jams in the fixing unit.

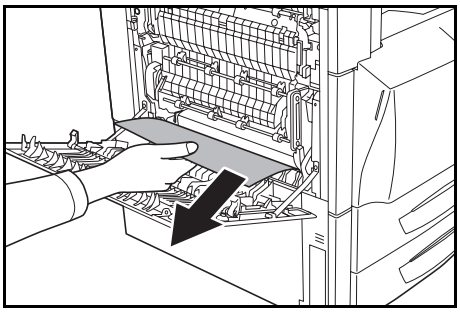


1 Open left cover 1.

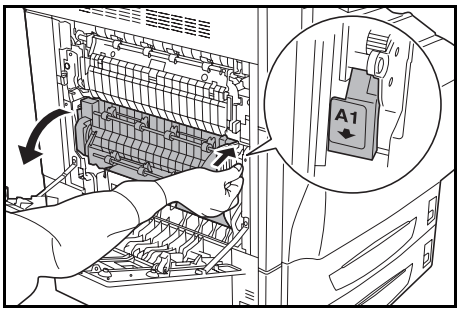


2 Remove any jammed paper.

If the paper tears, remove any loose scraps from the machine.

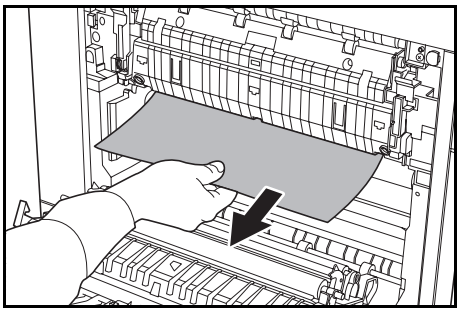


3 Open duplex unit **A1**.

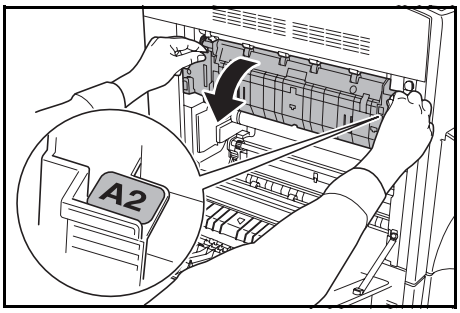


4 Remove any jammed paper.

If the paper tears, remove any loose scraps from the machine.



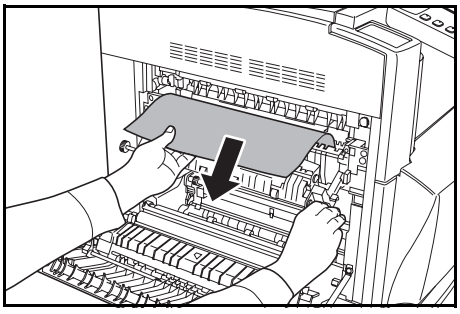
5 Open fixing unit cover **A2**.



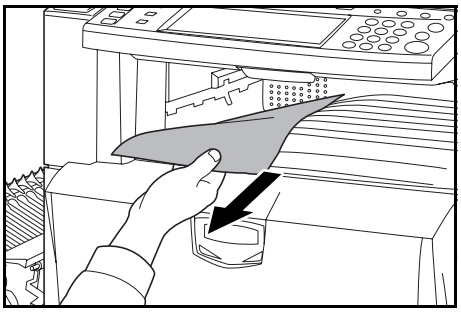
Caution: The fixing unit of this product is extremely hot. Take sufficient care when working in this area, as there is a danger of getting burned.

6 Remove any jammed paper.

If the paper tears, remove any loose scraps from the machine.



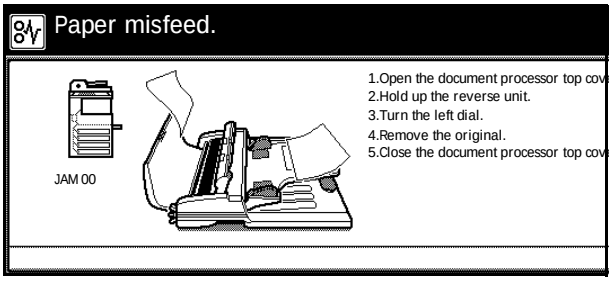
7 If jammed paper can be seen around the eject section, remove by pulling toward you.



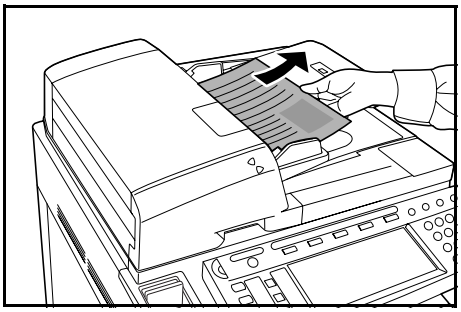
8 Close fixing unit **A2**, duplex unit **A1** and left cover 1.

Document Processor (option)

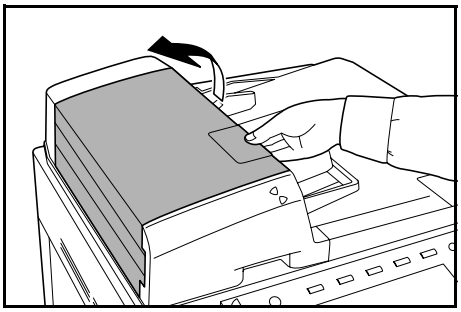
Follow the steps as below to clear paper jams in the document processor.


Paper misfeed.
JAM 00
1.Open the document processor top cov
2.Hold up the reverse unit.
3.Turn the left dial.
4.Remove the original.
5.Close the document processor top cov

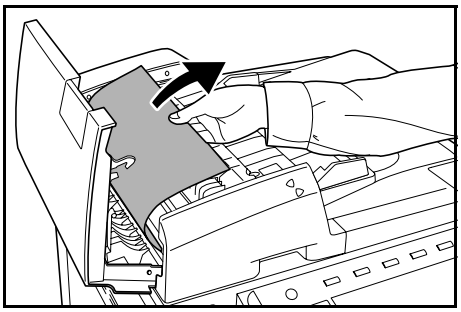
1 Remove any originals on the original table.



2 Open the document processor cover.

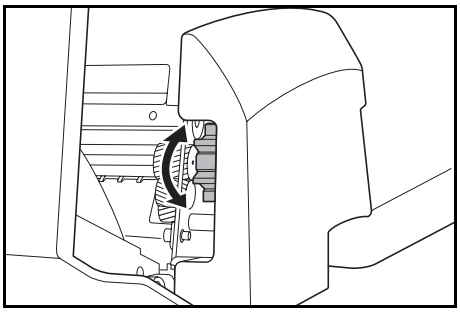


3 Remove the jammed paper.

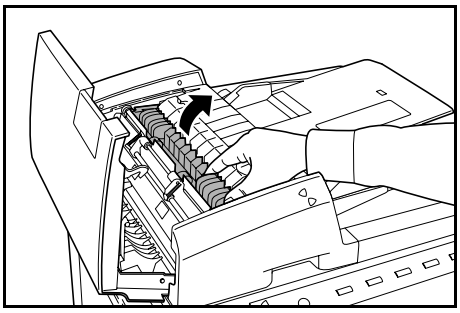


If the original cannot be easily removed, turn the feed knob. The original will move to a more easily accessible location.

If the original tears, remove any loose scraps from inside the machine.

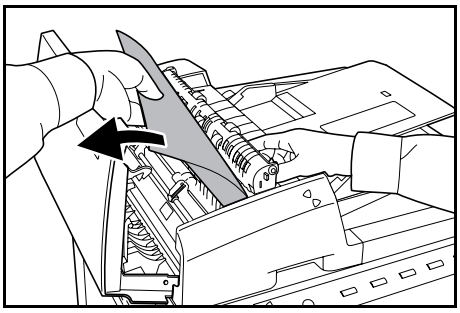


4 Lift up the reverse unit.



5 Remove the jammed paper.

If the original tears, remove any loose scraps from inside the machine.



6 Return the reverse unit to its original position and close the document processor cover.

7 Replace the originals into the original table.

Document Finisher (option)

If a paper jam occurs in the optional document finisher or 3000 sheet document finisher, clear jams according to the corresponding *Operation Guide*.

Appendix

This section explains the specifications of this device.

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- Copying Performance...Appendix-3
- Printing Performance...Appendix-3
- Scanning Performance...Appendix-4
- Document Processor (option)...Appendix-4
- Paper Feeder (option)...Appendix-5
- 3000 Sheet Paper Feeder (option)...Appendix-5
- Document Finisher (option)...Appendix-5
- 3000 Sheet Document Finisher (option)...Appendix-6
- Job Separator (option)...Appendix-6
- Environmental Specifications...Appendix-7

Specifications

NOTE: These specifications are subject to change without notice.

Body

Copying System	Dry static transfer copy system (Laser), Tandem drum system
Supported Original Types	Sheet, Book, 3-dimensional objects (maximum original size: 11 × 17"/A3
Copy Sizes	
Cassette 1, 2	11 × 17", 8 1/2 × 14", 11 × 8 1/2", 8 1/2 × 11", 5 1/2 × 8 1/2", 8 1/2 × 13", 8 1/2 × 13 1/2", A3, B4, A4, A4R, B5, B5R, A5R, Folio, 8K, 16K, 16KR
MP Tray	11 × 17" - 5 1/2 × 8 1/2", A3 - A6R, 8K, 16K, 16KR, YOUKEI 2, YOUKEI 4
During Duplex Usage	11 × 17" - 5 1/2 × 8 1/2", A3 - A5R
Non-Copying Margin	4 mm or less
Paper Supply Capacity	
Cassette 1	500 sheets (80 g/m^2, 11 × 8 1/2"/A4 or smaller), 250 sheets (80 g/m^2, 8 1/2 × 14"/B4 or larger)
Cassette 3 and 4	500 sheets (80 g/m^2)
MP Tray	100 sheets (80 g/m^2, 11 × 8 1/2"/A4 or smaller), 50 sheets (80 g/m^2, 8 1/2 × 14"/B4 or larger)
Output Tray Capacity	250 Sheets (80 g/m^2)
Warm-up Time	Less than 45 seconds Recovery time from energy save mode: 10 seconds or less Recovery time from sleep mode: 45 seconds or less (Room temperature 71.6 °F/22 °C, humidity 60 %)
Memory	
For Copying/ For Scanner	768 MB
For Printing	256 MB
Additional Memory	Printer: 128 MB, 256 MB, 512 MB
Operating Environment	
Temperature	10 to 32.5 °C
Humidity	15 to 80 %
Altitude	2,500 m or less
Brightness	1,500 lux or less
Power Supply	AC 120 V 60 Hz 12 A AC 220 to 240 V 50 Hz 7.2 A
Dimensions (W) × (D) × (H)	23 13/16 × 25 3/8 × 29 5/16" 605 × 645 × 745 mm
Weight	215.6 lbs./98 kg (excluding toner containers and waste toner box)
Space Required (W) × (D)	34 1/2 × 25 3/8" 877 × 645 mm

Copying Performance

Copying Speed		
25/20 ppm model	Color copy	Black and White copy
	11 × 17"/A3: 10 sheets/min	11 × 17"/A3: 13 sheets/min
	8 1/2 × 14"/B4: 10 sheets/min	8 1/2 × 14"/B4: 13 sheets/min
	11 × 8 1/2"/A4: 20 sheets/min	11 × 8 1/2"/A4: 25 sheets/min
	8 1/2 × 11"/A4R: 14 sheets/min	8 1/2 × 11"/A4R: 17 sheets/min
	B5: 20 sheets/min	B5: 25 sheets/min
	B5R: 14 sheets/min	B5R: 17 sheets/min
32/25 ppm model	Color copy	Black and White copy
	11 × 17"/A3: 13 sheets/min	11 × 17"/A3: 16 sheets/min
	8 1/2 × 14"/B4: 13 sheets/min	8 1/2 × 14"/B4: 16 sheets/min
	11 × 8 1/2"/A4: 25 sheets/min	11 × 8 1/2"/A4: 32 sheets/min
	8 1/2 × 11"/A4R: 17 sheets/min	8 1/2 × 11"/A4R: 22 sheets/min
	B5: 25 sheets/min	B5: 32 sheets/min
	B5R: 17 sheets/min	B5R: 22 sheets/min
32/32 ppm model	Color copy	Black and White copy
	11 × 17"/A3: 16 sheets/min	11 × 17"/A3: 16 sheets/min
	8 1/2 × 14"/B4: 16 sheets/min	8 1/2 × 14"/B4: 16 sheets/min
	11 × 8 1/2"/A4: 32 sheets/min	11 × 8 1/2"/A4: 32 sheets/min
	8 1/2 × 11"/A4R: 22 sheets/min	8 1/2 × 11"/A4R: 22 sheets/min
	B5: 32 sheets/min	B5: 32 sheets/min
	B5R: 22 sheets/min	B5R: 22 sheets/min
First Copy Time	Full color: 7.9 seconds or less 1:1, 11 × 8 1/2"/A4 B/W - Single color: 5.9 seconds or less (1:1, 11 × 8 1/2"/A4)	
Resolution	Scanning: 600 × 600 dpi Printing: 600 × 600 dpi	
Continuous Copying	1 - 999 sheets	
Zoom Level	Any level of zoom from 25 - 400 % (in 1 % increments) includes preset zoom levels	

Printing Performance

Printing Speed	Same as *Copying Speed*
First Print Time	Same as *First Copy Time*
Resolution	300 dpi, 600 dpi, Fast 1200 mode
Supported Operating Systems	Windows 95 OSR2, Windows 98 Second Edition, Windows NT 4.0 Service Pack 5 or later, Windows 2000 Service Pack 2 or later, Windows Me, Windows XP, Windows Server 2003, Apple Macintosh OS 9.x/OS X 10.x
Interface	Parallel port interface: 1 IEEE1284 Network interface: 1 USB 2.0: 1 USB Hi-Speed Network interface cards (option): 1 Serial interface (option): 1

Scanning Performance

Hardware	IBM PC/AT Compatible	
Supported Operating Systems	Windows 95 OSR2, Windows 98 Second Edition, Windows NT 4.0 Service Pack 5 or later, Windows 2000 Service Pack 2 or later, Windows Me, Windows XP, Windows Server 2003, Mac OS 9.1-9.2.2, Mac OS 10.1.5-10.4 (TWAIN: Mac OS 10.2-10.4)	
Operating Environment	CPU	Pentium 133 MHz or higher (Windows Me 150 MHz or higher, Windows XP Celeron 600 MHz or higher, Macintosh Power PC G3 or higher)
	RAM	64 MB or greater (Windows XP 128 MB)
	HDD	20 MB or greater
Recommended Environment	CPU	Celeron 266 MHz or higher (Windows XP Celeron 800 MHz or higher)
	RAM	64 MB or greater
	HDD	300 MB or greater
CD-ROM	1 drive	
Ethernet	10BASE-T/100BASE-TX	
Network Protocol	TCP/IP	
Communications Protocols	Proprietary (image transferring, setting via utility), SMTP (e-mail sending), HTTP (setting via web), FTP (When sending FTP), TWAIN (When using TWAIN)	

Document Processor (option)

Original Feed Method	Automatic feed
Supported Original Types	Sheet originals
Paper Size	Maximum: 11 × 17"/A3 Minimum: 5 1/2 × 8 1/2"/A5R
Paper Weight	1-sided original: 45 - 160 g/m^2 2-sided original: 50 - 120 g/m^2
Original No. of Sheets	11 × 8 1/2"/A4 or smaller: 100 sheets or less 50 - 80 g/m^2 8 1/2 × 14"/B4 or larger: 70 sheets or less 50 - 80 g/m^2
Device Dimensions (W) × (D) × (H)	22 1/2 × 19 3/16 × 5 1/4" 571 × 488 × 134 mm
Weight	Approx. 25.3 lbs./Approx. 11.5 kg

Paper Feeder (option)

Paper Supply Method	Friction Feed (No. Sheets: 500, 80 g/m^2, 2 cassettes)
Paper Size	11 × 17", 8 1/2 × 14", 11 × 8 1/2", 8 1/2 × 11", 10 1/2 × 7 1/4", 7 1/4 × 10 1/2", 5 1/2 × 8 1/2", 8 1/2 × 13", 8 1/2 × 13 1/2", A3, B4, A4, A4R, B5, B5R, A5R, Folio, 8K, 16K, 16KR
Supported Paper	Paper weight: 60 - 105 g/m^2 Paper types: standard, recycled, color
Dimensions (W) × (D) × (H)	23 5/16 × 23 1/4 × 12 3/8" 585 × 590 × 315 mm
Weight	Approx. 57.2 lbs. / Approx. 26 kg

3000 Sheet Paper Feeder (option)

Paper Supply Method	Friction retard method (No. sheets: 3000, 80 g/m^2)
Paper Size	11 × 8 1/2", A4
Supported Paper	Paper weight: 60 - 105 g/m^2 Paper types: standard, recycled, color
Dimensions (W) × (D) × (H)	23 5/16 × 23 5/8 × 12 3/8" 585 × 600 × 314 mm
Weight	Approx. 50.6 lbs. / Approx. 23 kg

Document Finisher (option)

Number of Trays	1 tray
Paper Size (Non-stapling)	11 × 17", 8 1/2 × 14", A3, B4: 500sheets 11 × 8 1/2", 8 1/2 × 11", A4, A4R, B5, B5R, Folio: 1000 sheets
Supported Paper Weight	Stapling: 80 g/m^2 or less
Maximum Sheets for Stapling†	11 × 17", 8 1/2 × 14", A3, B4: 20 sheets, 11 × 8 1/2", 8 1/2 × 11", A4, A4R, B5: 30 sheets (Paper weight 80 g/m^2 or less)
Dimensions (W) × (D) × (H)	22 × 20 11/16 × 36 1/16" 558 × 526 × 916 mm
Weight	Approx. 55 lbs./Approx. 25 kg

† When using color copy paper, stapling up to the number of allowed sheets may not be possible due to paper quality.

NOTE: When using the document finisher or 3000 sheet document finisher, the optional job separator must be installed.

Only paper that can be fed from the cassette can be ejected from the document finisher or 3000 sheet document finisher.

3000 Sheet Document Finisher (option)

Number of Trays	3 tray
Paper Size	
Tray A (Non-stapling)	11 × 17", 8 1/2 × 14" A3, B4, 8K: 1500 sheets
	11 × 8 1/2", 8 1/2 × 11", A4, A4R, B5, Folio, 16K: 3000 sheets
Tray B	11 × 17", 8 1/2 × 14" A3, B4, 8K: 100 sheets
	11 × 8 1/2", 8 1/2 × 11", 5 1/2 × 8 1/2", A4, A4R, B5, B5R, A5, A5R, B6R, A6R, Folio, 16K, 16KR: 200 sheets
	Postcard: 50 sheets
Tray C	11 × 8 1/2", 5 1/2 × 8 1/2", A4, B5, A5, A5R, B6R, A6R, 16K: 50 sheets
	Postcard: 10 sheets
Supported Paper Weight	Stapling: 90 g/m² or less
	Punchingoption: 45 - 200 g/m²
Maximum Sheets for Stapling†	11 × 17", 8 1/2 × 14", A3, B4: 30 sheets, 11 × 8 1/2", 8 1/2 × 11", A4, A4R, B5: 50 sheets (Paper weight 90 g/m² or less)
Dimensions	26 15/16 × 22 3/16 × 42 13/16"
(W) × (D) × (H)	684 × 563 × 1087 mm
Weight	Approx. 105.6 lbs. or less/Approx. 48 kg or less

† When using color copy paper, stapling up to the number of allowed sheets may not be possible due to paper quality.

NOTE: When using the document finisher or 3000 sheet document finisher, the optional job separator must be installed.

Only paper that can be fed from the cassette can be ejected from the document finisher or 3000 sheet document finisher.

Job Separator (option)

Number of Trays	1 tray
Maximum Sheets	100 sheets (80 g/m²)
Paper Size	11 × 17", 8 1/2 × 14", 11 × 8 1/2", 8 1/2 × 11", 7 1/4 × 10 1/2", 5 1/2 × 8 1/2", 8 1/2 × 13", 8 1/2 × 13 1/2", A3, B4, A4, A4R, B5, B5R, A5R, Folio
Paper Type	Paper weight: 60 - 105 g/m²
	Paper type: standard, recycled, color, thin, letterhead
Device Dimensions	22 7/16 × 22 7/16 × 9 1/2"
(W) × (D) × (H)	570 × 570 × 240 mm
Weight	5.06 lbs. or less /2.3 kg or less

Environmental Specifications

Recovery time from Low-Power mode	10 seconds or less
Time to Low-Power mode (factory default setting)	15 minutes
Time to Sleep mode (factory default setting)	45 minutes
Duplexing	Standard
Paper supply capability	Paper with 100 % recycled paper content may be used

NOTE: Contact your Dealer or Service Representative for recommended paper types.

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For best results and machine performance, we recommend that you use only our original supplies for your products.

画質調整クイックガイド

Quick Guide to Adjusting Image Quality

Manuel d’utilisation rapide pour le rélage de la qualité de l’image

Guía rápida para ajustar la calidad de la imagen

Kurzanleitung zur Einstellung der Bildqualität

Guida rapida alla regolazione della qualità dell’immagine

はじめに

カラー画像の出力が満足できない状態の場合、本書を参考に調整をしてください。コピー画像はコピー編を、プリント出力画像はプリンタドライバ編を参照してください。
カラーで印刷するときは、カラーコピー専用紙を使用してください。使用しない場合は、濃度、色合いなどの印刷品質に影響が出るおそれがあります。
出力枚数が非常に多い、または少ない状態や、一枚あたりの印刷率が非常に高い、または低い状態で出力を続けると、印刷品質に影響が出るおそれがあります。

Introduction

If you are not satisfied with the output quality of color images, refer to this manual and make adjustments accordingly. For copy images, refer to the chapter on copies. For printer output images, refer to the chapter on printer drivers. Make sure to use special color copying paper when printing in color. If you don't, print qualities such as density and hue could be affected.
If the number of copies printed is extremely large or extremely small, or if a single sheet is continuously printed at an extremely high or extremely low print ratio, the print quality could suffer.

Introduction

Si la qualité de l'affichage des images en couleur ne vous satisfait pas, référez-vous à ce manuel et faites les ajustements idoines. Pour la copie d'images, référez-vous au chapitre traitant des copies. Pour les images sorties sur imprimante, référez-vous au chapitre traitant des pilotes d'imprimante. Assurez-vous d'utiliser du papier à copier couleur spécial quand vous imprimez en couleur. Si vous ne le faites pas, les qualités d'impression telles que la densité et la tonalité pourraient en être affectées.
Si le nombre de copies imprimées est très important ou très faible, ou si une seule feuille est imprimée en continue à une cadence très élevée ou très faible, la qualité d'impression pourrait en pâtir.

Introducción

Si no está satisfecho con la calidad de salida de las imágenes en color, consulte este manual y realice los ajustes necesarios. Para copiar imágenes, consulte el capítulo dedicado a las copias. Para imágenes de salida de la impresora, consulte el capítulo sobre controladores de la impresora. Asegúrese de que utiliza papel especial para copias en color cuando realice impresiones en colores. De no hacerlo, componentes de la calidad de la impresión tales como la densidad y la tonalidad podrán verse afectados.
Si el número de copias que se imprimen es extremadamente grande o extremadamente pequeño, o si se imprime una sola página continuamente a una tasa de impresión extremadamente alta o extremadamente baja, podría verse afectada la calidad de la impresión.

Einführung

Wenn Sie mit der Ausgabequalität von Farbbildern nicht zufrieden sind, nehmen Sie die entsprechenden in diesem Handbuch angegebenen Justierungen vor. Hinweise zum Kopieren von Bildern finden Sie im Kapitel über das Kopieren. Hinweise zur Druckausgabe von Bildern finden Sie im Kapitel über Druckertreiber. Bitte beachten Sie, dass beim Drucken in Farbe spezielles Farbkopierpapier verwendet werden sollte. Mit anderem Papier könnte die Druckqualität in Dichte und Farbton vermindert werden.
Falls Sie extrem viele oder wenige Kopien drucken, oder falls ein einzelnes Blatt kontinuierlich bei extrem großen oder kleinen Druckbild-Verhältnissen bedruckt wird, könnte die Druckqualität leiden.

Introduzione

Se la qualità delle immagini a colori ottenute non fosse soddisfacente, fare riferimento a questo manuale ed eseguire le regolazioni necessarie. Per immagini fotocopiate, fare riferimento al capitolo Copia. Per immagini inviate alla stampante, fare riferimento al capitolo Driver stampante. Verificare che venga utilizzata la carta speciale per fotocopiatura a colori quando si stampa a colori. In caso contrario, si può avere un effetto negativo sulle caratteristiche di stampa, come ad esempio la densità e la tonalità.
Se il numero di copie stampate è molto grande o molto piccolo, o se viene stampato un solo foglio in continuazione con un rapporto di stampa molto grande o molto piccolo, la qualità di stampa può peggiorare.

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English

Copying

Selecting Image Quality

Select the optimal image quality mode to match the type of original you are copying.

Text + Photo
Choose this setting when copying an original that combines text, illustrations and photos. Each individual area is optimally processed. Text is clearly copied and illustrations and photos are smoothly rendered.
Ex: Presentation materials, business documents, catalogs, etc.

Photo
Choose this setting when copying a photo taken with a camera, etc. The original photo is clearly copied.

Print
Choose this setting when copying photos printed in a catalog or magazine in halftone dots. This setting reduces the moiré† effect.

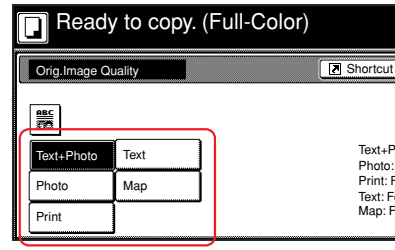
Text
Choose this setting when copying an original that contains mainly text. The text is clearly copied.
Ex: Business documents and materials with a lot of text

Map
Choose this setting when copying maps. Fine text and lines printed on a background color are clearly copied.

1 Press [Function], and then [Orig. Image Quality] ([Image Quality]).

2 Choose the image quality setting that corresponds to your original.

3 Press [Close].



† Patterns that are created by irregular distribution of halftone dots.

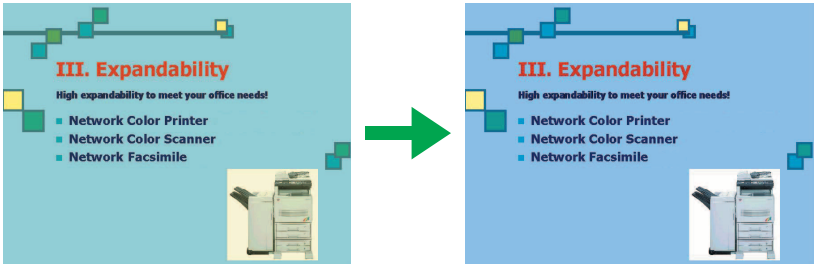
Adjusting Color Balance

This setting allows you to adjust the overall color if the whole copy seems too red or yellow. It allows you to increase/decrease the levels of yellow, magenta, cyan and black.

Ex: In the following situation…

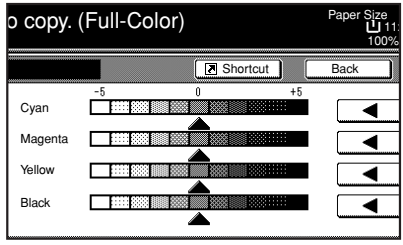
The entire copy seems too yellow

The color balance adjustment allows you to adjust the copy's overall color.



NOTE: This feature can not be used together with Auto Exposure mode (see *Operation Guide*).

1. Press [Color func.] and then [Color balance] ([Colour balance]).
2. Press [On].
3. Use [◀] or [▶] to adjust the colors indicated to the right (*Cyan*, *Magenta*, *Yellow*, *Black*).
4. Press [Close].



Other Functions

Adjusting Sharpness
Adjusts the strength/weakness of the image's contours. This function allows you to clearly copy text and lines by adjusting sharpness to [Sharpen] when the original you are copying was written in pencil, or the text and lines are broken or unclear. You can also weaken the moiré effect by softening the contours and adjusting sharpness to [Unsharpen]. Use this setting when copying images with halftone dots such as photos in magazines.

One-Touch Image Quality Adjustment
Adjusts the settings to a desired image quality that matches 'Vivid' and 'Dull' images.

Hue Adjustment
Adjusts the color tone (hue). This function allows you to copy an image and change its colors by creating a red with strong yellow tones or creating a yellow that is closer to yellow-green.

Refer to the *Advanced Operation Guide* for further details.

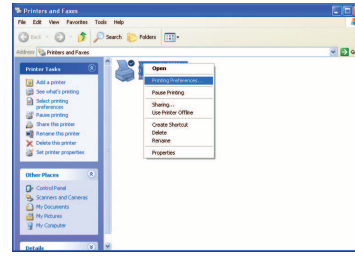
English

Printer Driver

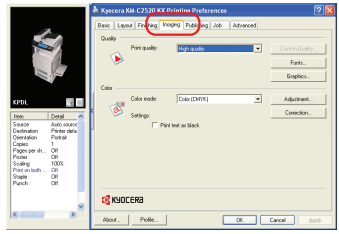
You can set various color printer settings on the printer driver's **Imaging** tab. The **Imaging** tab is displayed as indicated below.

NOTE: These settings can also be changed from an application's Print menu.
The following procedure uses Windows XP as an example, but other operating systems use the same procedure.

1. Click the Window's **start** button. Click **Printers and Faxes** to display the **Printers and Faxes** screen.
2. Right-click on the icon of an available printer shown on the **Printers and Faxes** screen and a shortcut menu displays.
3. Click **Printing Preferences** to display the **Printing Preferences** screen.



4 Click the **Imaging** tab.

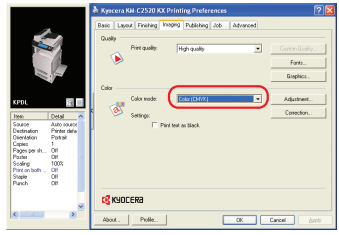


Color Mode

You can switch between color and monochrome printing. You can also use **Custom** to select **Continuous tone**.

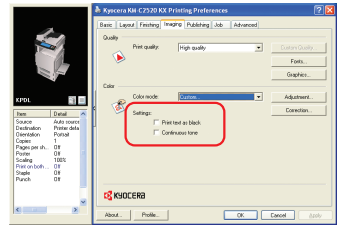
1 Select the following items from the **Color mode** dropdown list.

Color (CMYK) ... Uses a four-color toner to print text and graphics in color.
Monochrome ... Uses a black toner only to print in black and white.
Custom ... Allows you to specify options from **Settings**.



2 If you select **Custom**, select the following items from **Settings**.

Print text as black ... If you are printing color or gray text, the text that would normally be printed in color or in gray is printed in black without the use of gray scale. White text or color images and graphics are not affected.
Continuous tone ... Pixels are rendered and printed over a wide-ranging grayscale. This setting is appropriate for printing photo images.



3 Once you have finished, click the **OK** button to save your settings.

English

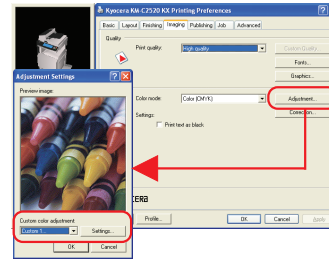
Balance Adjustment

This function allows you to adjust the color tone if you have selected **Color (CMYK)** in **Color mode**. You can save color adjustment settings under **Custom 1**, **2** and **3**.

Note: If you select **Monochrome** in **Color mode**, you can adjust the grayscale **Brightness** and **Contrast**. Refer to the *Extended D river User Guide* for information on adjusting the monochrome print settings.

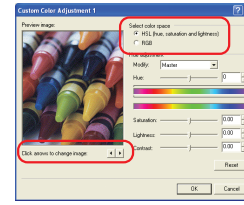
1 Select **Color (CMYK)** in **Color mode** and click the **Adjustment** button. The **Adjustment Settings** dialog box displays.

2 Select **Custom 1**, **Custom 2**, or **Custom 3** from the **Custom color adjustment** dropdown list and click the **Settings** button. The **Custom Color Adjustment** dialog box displays.

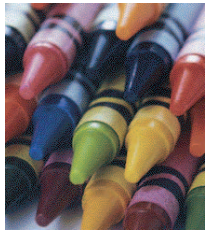


3 Select one of the following items from **Select color space**.

HSL (hue, saturation and lightness) ... This setting allows you to adjust the **Hue adjustment** (color), **Saturation** (brightness), **Lightness** (luminosity), and **Contrast** (sharpness).
RGB ... Adjusts the **Red**, **Green** and **Blue** balance.



Click the left/right arrow buttons on **Click arrows to change image** and choose from one of the three image photos. The characteristics of the colors emphasized differs in each of the image photos, making it easy to see the degree of color adjustment.

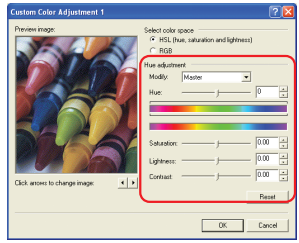


Crayons
Saturation or RGB adjustment

Child
Skin color and half-tone adjustment

Fruit
Hue adjustment

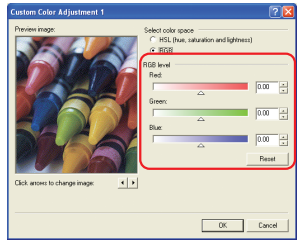
If HSL (hue, saturation and lightness) is selected.



Hue adjustment ... Use the slider to adjust the hue balance. To adjust a specific hue, select **Red**, **Yellow**, **Green**, **Cyan**, **Blue** or **Magenta** from the dropdown list. You can adjust all hues as one by selecting **Master**. You can also make adjustments by entering a value from -180 to +180.

Saturation, **Lightness**, **Contrast** ... Use the slider to adjust the color's saturation, lightness and contrast. You can also make adjustments by entering a value from -10.00 to +10.00.

If RGB is selected



RGB level ... Move the various RGB sliders to adjust the balance of the **Red**, **Green** and **Blue** that correspond to monitor colors. You can also make adjustments by entering a value from -10.00 to +10.00.

4 Once you have finished, click the **OK** button to save your settings.

Other Functions

Color Correction

'Color Correction' is a function that corrects the color space difference that exists between each color printing system is order to maintain consistency during color reproduction among devices. This function allows you to set the method used to make color adjustments during printing.

Color Reproduction

If you set **Color Correction** to **Automatic**, you can configure **Color Reproduction** settings. The objects in the document that are to be printed are divided into images, texts and graphs to match the **Color Reproduction** mode. This setting allows you to reproduce colors that are clearer and closer to the colors displayed on the monitor.

Refer to the *Extended Driver User Guide* for further details.

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